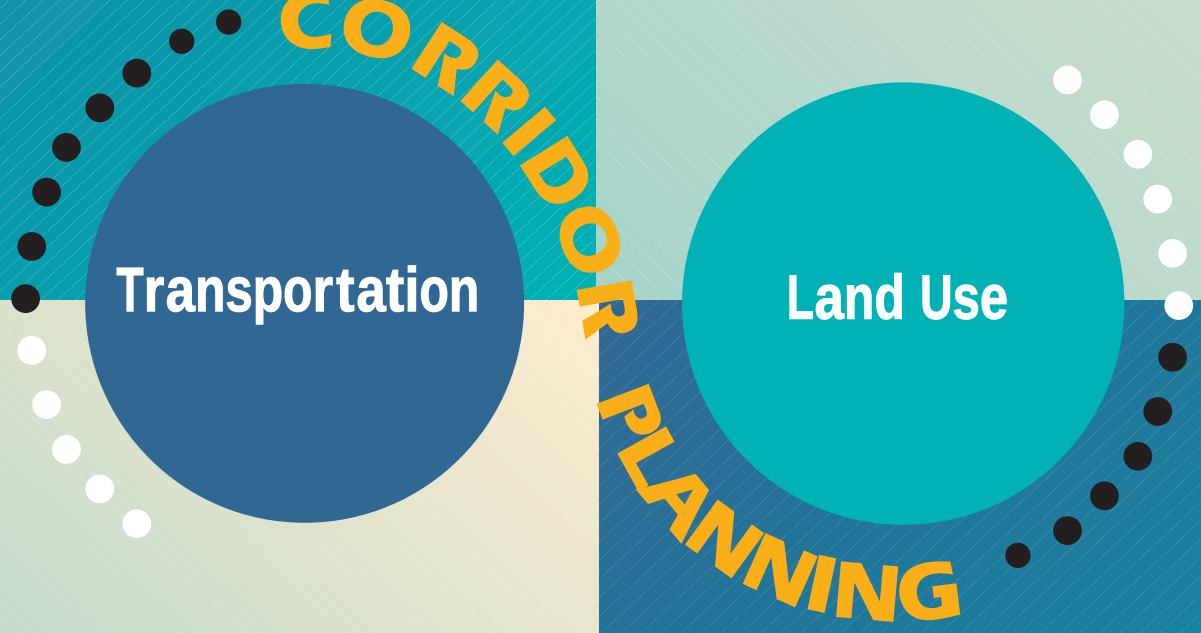
GUIDEBOOK



Idaho Transportation Department

Division of Transportation Planning

February 1998

IDAHO
CORRIDOR PLANNING
GUIDEBOOK

Approved by the
IDAHO TRANSPORTATION BOARD
February 19, 1998

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CH2M HILL & OLSON PLANNING CONSULTING

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Contents

Introduction

Key Concepts

- *Corridor planning will assist prioritizing transportation projects and preserving public right of way.*
- *Corridor planning can comprehensively address future transportation needs and develop management strategies in the corridor area.*
- *Support for corridor planning includes Idaho's Local Land Use Planning Act. (Title 67, Chapter 65, Idaho Code); and, Powers and Duties of the Idaho Transportation Board (Sections 40-310 and 40-317, Idaho Code).*
- *The same key elements, tailored to the specific corridor, will be featured in all Idaho Corridor Plans.*
- *Corridor planning fosters cooperative state and local transportation planning efforts.*
- *All corridor planning activities require a clearly defined statement of purpose and need.*
- *Active public participation is an essential element of the corridor planning process.*
- *Multimodal transportation concepts will be considered.*

Guidebook Purpose

This guidebook is designed to assist Idaho Transportation Department (ITD) staff, in close cooperation with local governments, to develop plans for transportation corridors. The long-range planning process described in this guidebook is designed to integrate transportation planning with land-use planning, and to coordinate local and state transportation planning efforts. The corridor plans developed from this guidebook will follow a uniform format, while the focus of each plan will be tailored to the specific corridor.

Existing state highways will form the backbone of each corridor area. However, this does not rule out changes to existing alignments.

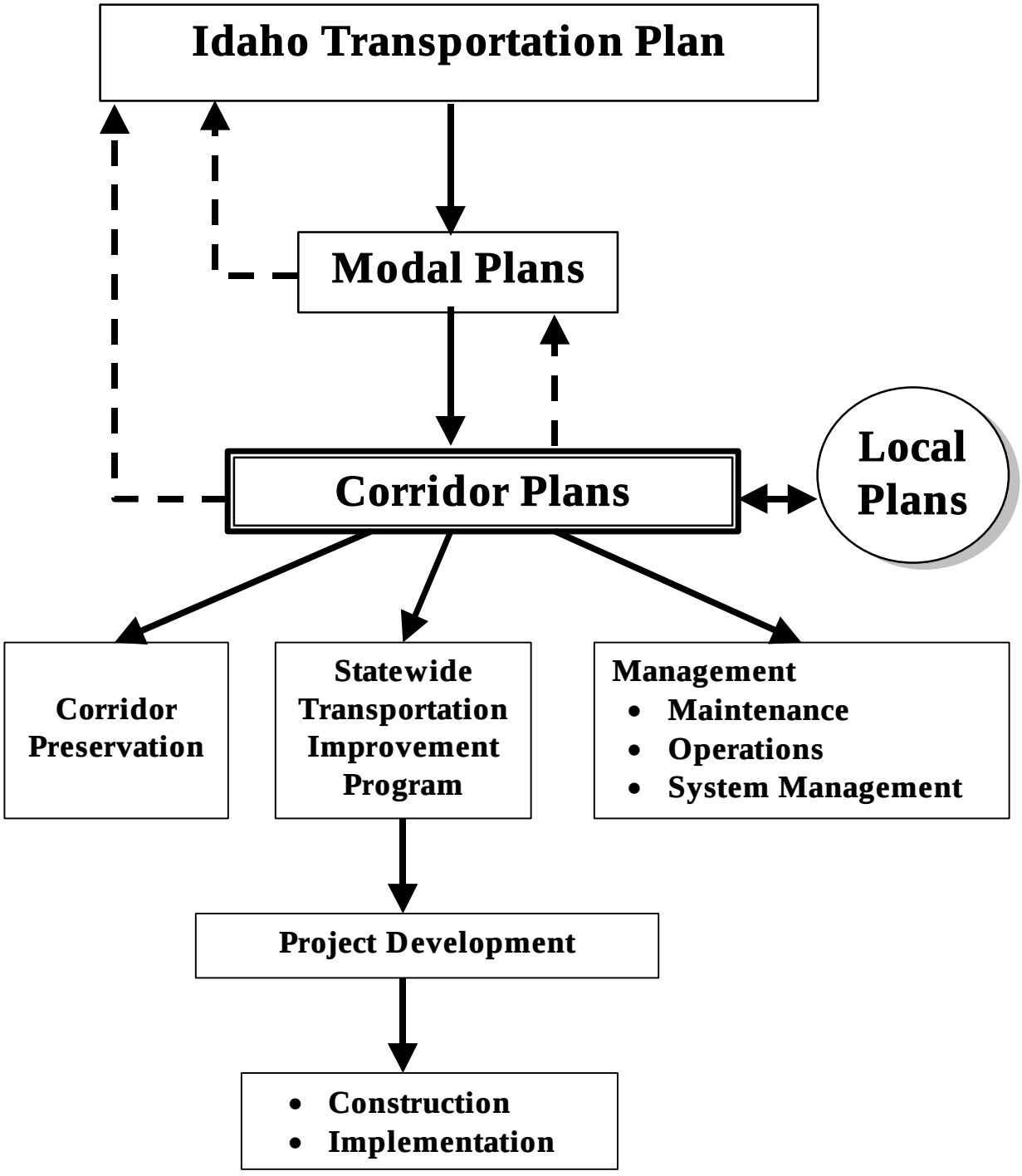
Although the guidebook is intended to be used for corridor planning by ITD and/or consultants under contract with state government, the guides should not be considered regulatory or mandated. It is assumed that the professionals using this guidebook will have some expertise in the field of urban or rural planning, or transportation planning. A glossary is included to assist all readers in understanding key concepts.

How to Use This Guidebook:

1. This *Introduction* and the description of the *Corridor Planning Process* provide information to understand corridor planning's big picture.
2. *Step 1 through Step 9* are step-by-step process explanations. Use the Guidelines provided with these steps as examples to get started.
3. *Appendix A* provides a tool box of public participation information to assist in finding the right mix of techniques. Public participation techniques should be tailored to each specific area.
4. *Appendices* B through F detail specific requirements and additional reference materials.

This guidebook outlines a preliminary step to the ITD project-development process. Corridor plans are designed to define the purpose and need and prepare projects for entry into the Statewide Transportation Improvement Program (STIP) or other implementation strategies. (Idaho's corridor planning process is illustrated on the following page.)

How Corridor Planning Fits In



Ultimately, the Idaho Transportation Board will adopt the completed corridor plans, and it is hoped that the plan's recommendations will also be included or referenced in local comprehensive plans.

Definitions

The term "corridor" has a variety of applications. For this guidebook, the following terms are defined as follows:

Corridor is a broad geographic area, defined by logical, existing and forecasted travel patterns served by various modal transportation systems that provide important connections within and between regions of the state for people, goods, and services. Travel within the corridor may include vehicular, rail, transit, water, air, or non-motorized."

Corridor planning is a process that is collaborative with local governments and includes extensive public participation opportunities. A corridor may be divided into logical, manageable smaller areas for the purpose of corridor planning.

The process looks at the existing transportation system within the corridor and how the system could be changed to meet long-term needs. The process includes discussion of existing and projected travel patterns and social, environmental, and economic issues within the corridor. It includes discussion of infrastructure improvements in combination with wise land-use and system-management actions.

Corridor plan is a document that defines a comprehensive package of recommendations for managing and improving the transportation system (which, for this guidebook, includes transportation facilities and services) within and along a specific corridor, based upon a 20-year planning horizon. Recommendations may include any reasonable and effective mix of strategies and improvements for many modes.

The recommended mix of strategies and improvements contained in the corridor plan may be used to improve statewide, interregional, and regional mobility; reduce congestion; manage demand; preserve or maximize existing capacity; protect or improve levels of service; improve safety; or improve the intermodal transfer of people, goods, and services.

Corridor plans should address current and projected transportation needs and the land use, growth, economic development, and environmental issues related to transportation within the corridor.

The end product of the corridor plan will be a package of strategies and improvements that are designated to achieve the goals for the corridor.

Purpose and Need of Corridor Planning

What is the purpose of corridor planning? Corridor Planning accomplishes the following:

- Promotes the safe and efficient movement of people, goods, and services.
- Initiates an intergovernmental cooperative planning process to promote community and state based transportation decisions.
- Provides opportunities for public, local government, and agency participation early and throughout the process, and allows them to actively participate in potential corridor solutions.
- Meets objectives by comprehensively addressing transportation issues, and evaluating a full range of multimodal solutions for increased mobility.
- Saves money by identifying long-range right-of-way needs by anticipating potential problems resulting from growth before solutions become too expensive.
- Fills the gap between the statewide modal plans for highways, public transportation,

rail, aeronautics, and bicycle/pedestrian, and the project selection process.

- Furnishes a link between land-use planning and transportation planning.
- Determines the extent of the social, economic, and environmental issues within the corridor and analyzes potential alternatives at an appropriate and economical level of detail.
- Facilitates resolution of major issues (i.e., public opinion, cost, environmental constraints) before specific project programming and development begin.
- Protects transportation investments by exploring alternate means to accommodate transportation needs, with and without capital-intensive improvements.
- Provides an opportunity to direct future development, and minimize environmental, social, and economic impacts.

Why Corridor Planning?

Corridor planning can prioritize which transportation projects need to proceed to the programming and development stage, and to explore economical alternatives to highway construction.

The purpose of corridor planning is to comprehensively address future transportation needs, and to recommend a package of improvements and management strategies for the transportation system within a corridor.

Because of a substantial increase in population and traffic volume in many areas of the state, local jurisdictions and the state are hard pressed to provide a transportation system that meets all needs. Local governments, highway districts, and ITD have had inadequate funding for transportation improvements that facilitate the movement of people, goods, and services within and through the state. The increase in the number of state and local transportation improvement projects requested each year has created a backlog.

Corridor planning can begin to address these problems by joint planning with local governments, prioritizing which transportation improvement projects should go on to the programming and development stage, and exploring economical alternatives to highway construction.

The ITD *Idaho Transportation Plan* along with modal plans support corridor planning by providing background information and needs identification throughout ITD's six jurisdictional districts. Corridor planning will partially implement the *Idaho Transportation Plan*. Goal 2 of the *Idaho Transportation Plan* (May, 1995) states: "Transportation plans and programs will integrate the intermodal transportation needs of the state." The corridor planning process will implement Goal 2 by considering multimodal needs in each corridor.

Goal 5 states: "Transportation decision-making process will provide opportunities for interagency cooperation, coordination, public involvement, and prioritizing public works and services." The corridor planning process will implement Goal 5 by including interagency cooperation and coordination, and public involvement throughout the process.

In January 1997, the Idaho Transportation Board adopted a resolution to initiate corridor planning, which is quoted in the sidebar on the next page.

ITD Board Resolution TB97-06:

- Whereas, the department wishes to continue corridor planning in the state.
- Whereas, corridor planning is a process for developing a long-range plan (20+ years) for managing and improving transportation facilities.
- Whereas, the department has a commitment to become true partners with local governments, agencies, and the public in identifying transportation problems and the most economic and efficient solutions to them.
- Whereas, there are several reasons to undertake corridor planning including protecting existing transportation investments, promoting community based planning efforts that address the desire of local government to become more involved in transportation decision making, and resolving major planning issues before project programming and development begin.
- Whereas, the ITD Board has already identified Idaho's principal arterial corridors as part of the draft Highway Modal Plan.
- Whereas, the corridor planning Initiative will be instrumental to local governments and the department in the implementation of the proposed Future Acquisitions Map legislation.
- Now, therefore be it resolved, that the Idaho Transportation Board authorizes staff to continue with statewide and district corridor planning efforts in close concert with statewide associations, agencies, local governments, and the public to initiate the corridor planning process.

Standard Components of Idaho's Corridor Plans

While the focus of each plan will vary depending upon local circumstances and issues, the components of each plan should be consistent. Consistency will assure that all Idaho plans cover the same key features.

Standard components that will be included in Idaho's corridor plans are:

- Executive summary, with description of the planning process, the goals, key points, and findings resulting from the planning process.
- Introduction, including the statement of purpose and need, the role of corridor planning in the state's transportation system, and the planning process used.
- Available financial resources and fiscal planning for corridor plan funding that indicates financial resources and money spent in the district and statewide.
- Overview of the existing conditions of the transportation system serving the corridor; and, an analysis on those conditions with regard to the performance objectives.
- Overview of the existing and projected future (20-year) environmental, land-use, and socio-economic conditions in the corridor area, including a community profile, current and planned land uses, historical and cultural buildings and sites, and key environmental resources and environmental issues.
- Analysis of expected future travel demand and performance of the existing and programmed transportation systems in 20 years.
- Summary of the public process and the criteria used to generate and screen alternatives into the feasible list and then the preferred list.
- Description of the alternatives, including generalized comparisons of costs, impacts, and the degree to which the alternative meets the goals.
- Description of the preferred package of recommendations.
-

- Implementation recommendations, for both long-range and interim improvements.

- Technical appendices, including summaries of the data gathered and information generated in Steps 1 through Step 8.

When developing implementation strategies, keep in mind that there is a need to preserve future right of way prior to development occurring. This can be accomplished through local and state cooperative efforts by the adoption of future acquisitions maps, per Section 67-6517, Idaho Code. Implementation can include eventual project listing in the statewide transportation improvement program, local transportation improvement programs, or through locally initiated efforts.

General Guidelines

With a state as diverse as Idaho in terms of its physical characteristics, population centers, and existing transportation patterns, the corridor planning conducted in the state will vary according to the proposed corridor location or amount of area development. So that the corridor plans will be consistent for the future development of transportation systems within workable corridors, general considerations are as follows:

1. The corridor plan must be based on a clearly defined and recognized need presented as the plan's purpose and need statement. It is especially critical that the local communities along the corridor have an active role in articulating what the purpose and need is, along with all the other project participants, and that consensus be reached regarding the statement's content.

2. Public participation opportunities throughout the corridor planning process will be available for brainstorming, receiving input, and decision-making assistance from stakeholders, citizens, local elected officials, appointed boards, impacted metropolitan planning organizations (MPOs) and/or regional planning agencies, and other interested parties. These groups will also assist in the selection of alternatives.

3. Corridor plans should be consistent with existing plans, documents, and laws. Consistency should be sought with local comprehensive and metropolitan plans adopted within the planning area, along with the *Idaho Transportation Plan*, modal plans, the Idaho Code, regional plans and state guidance documents, and federal laws, rules, policies, and guidance.

4. All travel modes should be addressed in the plans, including, but not limited to, highways, air, bicycle/ pedestrian, railroad, transit, and waterways, when applicable.

5. The corridor plans must have a long-range planning horizon, typically 20 years.

6. The standard components will be used in each plan. A corridor plan may develop an individual character, but the basic format shall be consistent among the different districts to facilitate uniform evaluation and comparison by ITD.

7. A corridor plan may cover a broad geographic area, and may be divided into manageable areas for planning purposes. What makes each area distinct is its local flavor; each concentrates on a particular location with different issues and problems.

8. Corridor plans must take into account existing comprehensive plans. This includes an assessment of consistencies and inconsistencies between the comprehensive and corridor plans, and consideration of the local plans' growth projections and other data sources. Efforts to achieve consistency between local and state projections should be undertaken.

   Correspondingly, local governments may choose to adopt corridor plans as part of their comprehensive plans' transportation elements.

9. Maps and/or tables illustrating the following should be included in each plan:

    - The corridor's location/boundaries
    - Corridor segments (if applicable)
    - Existing physical conditions
    - Adopted classifications and statistical data, including the following:
        - Functional classification of streets
        - Signalized intersections
        - Pavement condition
        - Number and type of lanes
        - Structural condition
        - Center lane information
        - Paved shoulder widths
        - Pathways and sidewalks
        - Crash locations by milepost or location
    - Average annual daily traffic
    - Freight data
    - Rail carriers
    - Forecasted traffic volumes for the planning horizon (usually 20 years)
    - Future highway lane requirements
    - Demographics

    Design concepts can be somewhat general (single-line sketches), dependent upon the corridor plan being developed.

10. Plans should be updated as conditions change, or at least every 5 years, to review the plan's status and make sure factors that may have emerged since the time of the last version are incorporated into the process.

The Corridor Planning Process for the state of Idaho was developed from these guidelines and is presented in the steps beginning on page 10.

Corridor Planning Process

Key Concepts

The corridor planning process involves a series of nine interrelated steps.

Corridor plan components will be uniform statewide to allow ease of application and communication for all entities involved.

The Planning Process

The planning process that has been developed for Idaho stems from a review and analysis of corridor planning processes implemented in other states, coupled with in-state, first-hand experience in conducting corridor studies or plans. This process recognizes the need for understanding both the public and technical aspects of corridor planning, and it encourages an ongoing dialogue among professional staff, stakeholders, and citizens at large.

The planning process has been organized to accommodate multiple (and possibly conflicting) constituencies and needs. It accomplishes this by making all corridor planning participants go through a process that leads to:

- Understanding transportation needs
- Evaluating a wide range of solutions
- Assuring knowledge-based selection of improvements
- Balancing the needs of multiple constituencies

These items are accomplished through a series of steps and tasks.

Steps, Tasks, and Interrelationships

To adequately and uniformly address each corridor plan component (defined in Steps 1 through 9), certain standardized tasks should be performed. Existing data should be used to the extent possible to accomplish the various tasks, recognizing that in some cases new data may need to be acquired.

These tasks have been grouped into nine broad steps that lead to the completion of a corridor plan. Note that public participation is anticipated to be part of the corridor planning process throughout much of the plan's development, as illustrated in the graph in Step 1. The steps guide corridor planners to:

1. Develop a corridor work plan and public participation plan.
2. Research existing conditions of the transportation system.
3. Document existing and projected environmental and land use conditions in the corridor area.
4. Analyze the projected future (20-year) travel demand and performance in the corridor.
5. Establish purpose and need, and the relative importance of corridor needs through project goals.
6. Generate alternatives to meet the corridor goals.
7. Identify feasible alternatives by first evaluating all alternatives.
8. Use comparative analysis to further evaluate alternatives and generate a preferred list.
9. Review material gathered from the previous steps and assemble components into the corridor plan document.

Each step contains the purpose for the activity, the tasks necessary to accomplish the step, and expected products.

Planning Schedule

Factors impacting the planning schedule focus on the complexity of the corridor itself. To

determine corridor complexity, consider the following:

- What are the existing, and future, zoning and land uses, and the potential for development?
- Is the corridor located in an urban, suburban, or rural area, or combination thereof?
- How many alternatives are available as viable options?
- Is sufficient existing data available, or is it necessary to acquire updated or new data?
- Is there public interest (for or against)?

In short, each plan's schedule needs to be locally developed. The main point is to keep the process **moving** in a timely manner so that local communities and ITD gain the benefits of having jointly prepared (and approved) transportation corridor plans.

Not all corridor plans will take the same length of time to complete. A straightforward and non-controversial plan may average 18 months from start to finish. Adding several travel modes, public interest, and/or high levels of area development to the equation could lead to a longer time frame. Factors such as the availability of existing models or data also impact the schedule.

Consider the corridor's size and location when developing the project time line, and recognize that its complexity will directly impact the time needed to complete the plan.

Step 1—Develop a Corridor Work Plan

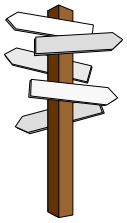
Key Activities

- *Identify key decision points*
- *Establish the corridor's boundary*
- *Create a public participation work plan*
- *Meet with local officials and stakeholders*
- *Inventory financial resources*

Purpose (Why)

The tasks to be accomplished under this step establish the framework for the development of the corridor plan. The corridor work plan establishes the key decision points, letting all participants know how and when they can provide input into the plan's development and where the decision-making authority resides. The corridor boundary gives a physical structure to the plan. Finally, preparation of the public participation plan assures that a proactive, collaborative planning process will be implemented.

Activity (What) and Approach (How)



The steps identified in this guidebook flow one into the other, all leading to the completion of a corridor plan. A number of the steps (primarily Steps 5 through 8) contain key decision points, at which time public and technical groups should come together to arrive at a consensus on the plan's continued direction.

Task One: Identify Key Decision Points in Plan Development

Key decision points include establishing a statement of purpose and need, and listing the goals for the corridor; generating alternatives to meet the goals; identifying feasible alternatives; and prioritizing the preferred alternative(s).

After reviewing all the steps found in this guidebook and the "Corridor Work Plan and Public Participation Points" (Exhibit 1-1 on page 11), tailor the timelines and participation points to the corridor under consideration to estimate the length of time needed to accomplish the steps (use monthly increments). Identify the approximate time span when meetings will be held with officials, agencies, stakeholders, and the general public.

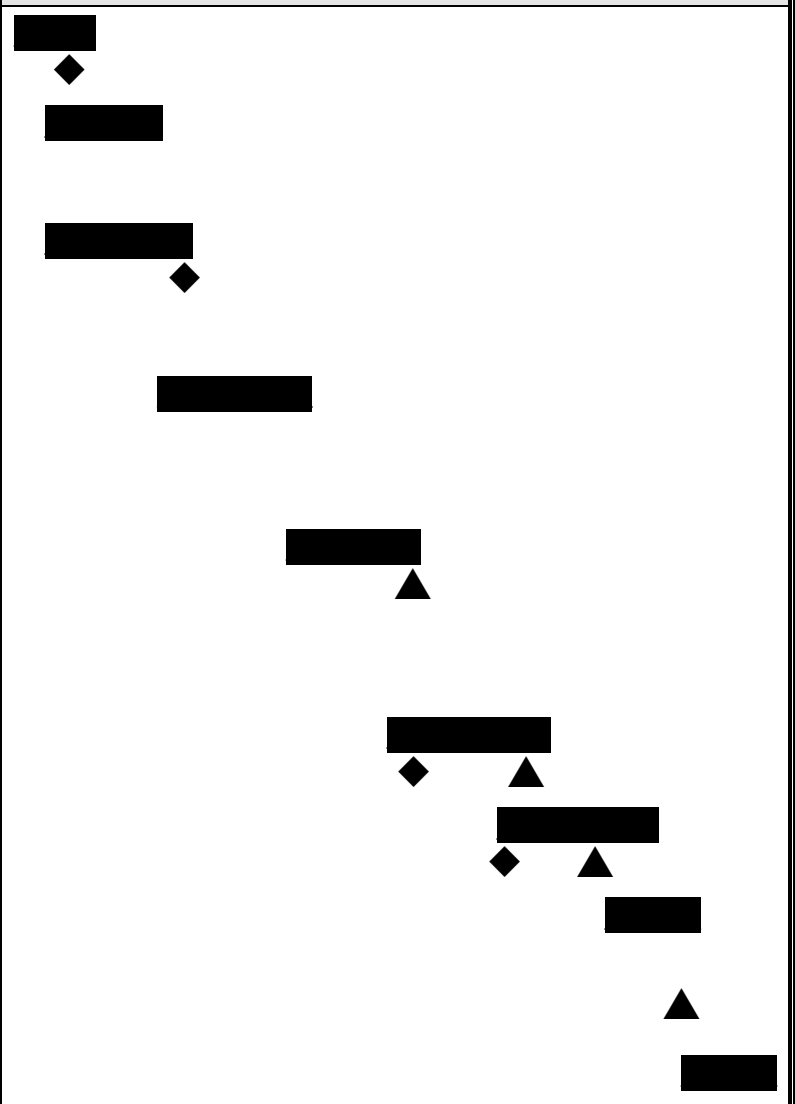
Task Two: Establish the Corridor's Boundary

Use the "corridor" definition on page 3 and local knowledge to propose a logical boundary for the corridor. Draw the boundary on a base map along with key features of the transportation system and the areas that need changes to the system. Use the area within the corridor boundary as the focus for subsequent data gathering and analysis.

Corridor boundary guidelines: The length or section boundaries of a corridor depend on many things, including the roadway function, departmental and governmental boundaries, and political forces.

Exhibit 1-1

CORRIDOR WORK PLAN & PUBLIC PARTICIPATION POINTS

STEPS		PROJECT DURATION
1	Develop a Corridor Work Plan	
2	Research Existing Conditions of the Transportation System	
3	Document Existing and Projected Environmental and Land Use Conditions	
4	Analyze Future (20 year) Travel Demand and Performance in the Corridor	
5	Review the Corridor Boundary, Develop a Statement of Purpose and Need, and Identify Goals for the Corridor	
6	Generate Alternatives to Meet Goals	
7	Identify Feasible Alternatives	
8	Analyze Feasible Alternatives to Generate Preferred Alternative(s)	
9	Prepare the Corridor Plan Document	

◆ **Officials, Agencies, and Stakeholder Participation**

▲ **General Public Participation/Key Decision Points**

The corridor should have some level of functional continuity from one end to the other and may involve a corridor that is hundreds of miles long, following existing state highways from border to border.

A long corridor may be divided into corridor study areas, design study segments, and ultimately improvement projects. Each area boundary should provide a logical framework for the orderly development of the next level of study and planning, allowing individual parts to be developed in the context of a unified whole.

Corridor boundaries should:

- Match the functional use of the corridor, reflecting patterns of movement between activity centers or major route junctions.
- "Bracket" bottlenecks. Corridor boundaries should be selected so that effective solutions can be found to improve the transportation system up to, through, and beyond problem areas. Don't stop the corridor in the middle of a problem area with the assumption that the remainder can be studied in a subsequent effort. This places constraints on the final solution. When a "bottleneck" is located at a "change of use" such as a destination city (often with a junction to another major route), address the corridor issues and include decisions whether to make improvements through the urban area on the existing alignment, the need for a bypass, and improving connections to other major routes. Include as much of the other major routes as necessary to study appropriate connections.
- Consider the effects of physical or environmental constraints extending past the constraint. This will assure that decisions made in one section will not set up the next section for severe consequences. As the focus moves farther into the planning process, projects must "have independent utility or independent significance, i.e., be usable and be a reasonable expenditure even if no additional transportation improvements in the area are made. The project should not restrict consideration of alternatives for other reasonably foreseeable transportation improvements" (23 CFR, 771.111).

Corridor width should not be a set width. The width of the corridor is more an outcome than an initial parameter. Consider a corridor as a linear transportation service facility or service area that:

- Contributes to traffic volume which may be several counties wide. The width may only be indirectly related to the focus of the corridor plan.
- In an urban area, may focus on a single roadway. However, the corridor may include parallel facilities which may be located 0.5 or 1 mile on either side (generally, parallel facilities have a lower functional class). Otherwise, the study becomes an area-wide study, with a network of roadways rather than a corridor.
- In rural areas, may vary from improvements within the existing right of way to evaluation of bypass routes which may stray several miles from the existing roadway.
- Is strongly influenced by the type of facility or amount of access being contemplated. Widening of an existing roadway with limited access points can be done within a fairly narrow band. If little or no access will be allowed it is often necessary to widen the corridor to allow consideration of a new alignment of the existing roadway to maintain existing access needs.

Task Three: Create a Public Participation Work Plan

Make sure the appropriate public participation methods are matched with the various stages of the corridor plan's development. Public participation can include identifying the project need, establishing the corridor size, determining community characteristics, gaining consensus about future forecasting results, and concurring with implementation strategies. Again, for public participation to truly be collaborative, there must be ample opportunities for meaningful involvement throughout the planning process.

The public participation budget is also critical and can vary greatly because of the size and complexity of the corridor. Sufficient funds to implement the public participation activities are mandatory. Short-changing the budget will result in short-changing the process necessary to achieve collaborative planning.

To keep the participation process focused and relatively easy for project managers to track, use a single document as a work plan that all people involved with the corridor planning effort can reference. A sample outline for a public participation work plan is shown below.

Public Participation Work Plan Outline

I. Corridor Plan Background

   A. Definition of the overall corridor framework — general location, problems.

II. Corridor Issues, Participants, Community Framework

   A. Preliminary identification of critical issues and problems in need of resolution.

   B. Identification of community leaders, elected officials, and key community groups.

   C. Identification of planned community events in the corridor that are scheduled during the work plan.

III. Tools and Schedule

   A. Description of participation methods, objectives, and where each fits into the plan's schedule.

   B. Budget, hours, and time allocated to each tool.

IV. Staffing

   A. Hourly requirements, staff member identified.

V. Lists

   A. Stakeholders.

   B. Media contacts.

   C. Elected officials.

When creating the public participation work plan, make the development of the list of stakeholders a top priority. Accomplish this task by talking to key decision makers within the corridor planning area (local elected officials, agency representatives, ITD District staff, community leaders). Then compile the list. Depending upon the number of stakeholders that are identified, it may be more appropriate to create several subcategories of stakeholders, such as elected officials, agency representatives, and associations.

See Appendix A and Appendix C for additional information regarding public participation and budget guidelines. Also, ITD's Public Involvement Coordinator at the Office of Public Affairs is available to assist with public participation techniques.

Task Four: Meet with Local Elected Officials and Stakeholders

Hold small group meetings with local government officials and other stakeholders to obtain their input on the corridor boundary, potential alternatives, and opinions about current and future needs within the corridor. Also identify the major issues they may have with the area transportation system.

Task Five: Inventory Financial Resources

Determine:

- How much funding is available for developing corridor plans in each ITD District,
- How much has been previously spent in each ITD District and statewide, and
- The likelihood of future financial resources for corridor plan development.

Expected Products (Results)

- Base map(s) illustrating the corridor boundary.
- Corridor work plan documenting key decision points.
- Public participation work plan with list of stakeholders.
- List of transportation-related issues raised by local elected officials and stakeholders.
- Inventory of financial resources.

Step 1 Guidelines

The goal of Step 1 is to **get started**. Developing a corridor work plan seems like an overwhelming task, but it is absolutely necessary to keep the corridor planning process moving. Use the checklist below to lay a foundation for developing the corridor plan.

Task One: Identify Key Decision Points in Plan Development

- ❑ Identify milestones in corridor planning, based on the steps in this book.
- ❑ Develop a work plan *(see Exhibit 1-1 on page 11*) to tie development of the corridor plan to a timeline.

Task Two: Establish the Corridor's Boundary

- ❑ Propose a logical boundary for the corridor.
- ❑ If applicable, divide the corridor into study areas.
- ❑ Define corridor limits around functional uses, bottlenecks, and physical constraints.
- ❑ Define corridor width based on the service area and the type of facilities under consideration.
- ❑ Create a map of the corridor.

Task Three: Create a Public Participation Plan

- ❑ Develop a list of stakeholders — this is a top priority.
- ❑ Select participation methods that are consistent with the phases of the corridor plan. *Remember: the key to collaborative public participation is meaningful involvement. See Appendix A for public participation guidelines.*
- ❑ Define a budget for the public participation process.
  See Appendix C for assistance in budget planning.

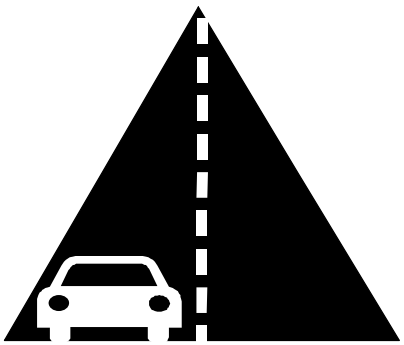
Task Four: Meet with Local Elected Officials and Stakeholders

- ❑ Hold a collaborative meeting with local officials and stakeholders to gather their impressions of the corridor boundary.
- ❑ Identify the major issues from the officials and stakeholders.

Task Five: Inventory Financial Resources

- ❑ Determine available funding.
- ❑ Estimate future financial resources.

Step 2—Research Existing Conditions of the Transportation System



Key Activities

- *Research and analyze the performance of all elements of the existing and programmed transportation system that serves the corridor*
- *Research the role of transportation in the corridor*
- *Develop base maps*
- *Compile a written report of gathered information*

Purpose (Why)

The purpose of Step 2 is to gather enough information to provide a complete picture of the existing transportation system within the corridor. This information will be supplemented with information regarding land uses and environmental conditions in the corridor area in Step 3. It forms the factual basis for analysis (in Step 4) of how the existing transportation system can be expected to perform in future (20-year) conditions.

The base maps will be used throughout the corridor planning process as work maps and displays in meetings and at public participation events.

Activity (What) and Approach (How)

Step 2 is an information gathering process. Professional judgment and general knowledge of the corridor area should be used to determine what information sources, and how much data, are necessary to provide a complete picture of the existing transportation system within the corridor.

Task One: Research and Analyze the Existing System

Research all elements of the transportation system within the corridor to get a complete picture of the existing system. The level of detail of the information gathered should correspond with the importance of that element to the transportation system.

Begin by reviewing the *Idaho Transportation Plan*, the *Idaho State Highway Plan*, and other modal plans. Also review *ITD Rules*, and *ITD Board and Administrative Policies* for existing requirements relevant to the corridor. Review the current Statewide Transportation Improvement Program for any improvements that are already programmed.

The scope of the search should be limited to information that builds a complete picture of the transportation system in the corridor. Gathering too much detailed data, or data peripheral to the function of the corridor, may detract from the complete picture. Existing data should be used when adequate to provide an accurate picture of the transportation system. See Exhibit 2-1 on page 17-19 for an overview of data sources from ITD, Division of Transportation Planning.

Data Sources at the Idaho Transportation Department

The following is an overview of sections within the Division of Transportation Planning, and the types of information they can provide for the corridor planning effort.

PLANNING SERVICES SECTION

Contact: Planning Services Manager 208/334-8211

Available Data: Through the Highway Performance Monitoring System for Roadway Geometrics and Roadway Inventory, the following State Highway System needs data can be obtained:

- Terrain
- Surface width
- Shoulder type
- Cost of improvements
- Last year pavement improvement
- Asphalt pavement structural number
- Pavement cracking index/roughness index/final index
- Railroad crossings
- Surface type
- Median width
- Access control
- Parking
- Concrete pavement depth
- Bridge structures
- Number of lanes
- Shoulder width
- Volume/capacity ratio
- Percent trucks
- Identified deficiencies and improvements

Also available are the following detailed corridor needs studies:

- Highway Needs Report, 1997-2007, US-95 Corridor
- Highway Needs Report, 1997-2007, I-84/I-86/US-30 Corridor

TRAFFIC SURVEY & ANALYSIS SECTION

Contact: Traffic Survey and Analysis Manager 208/334-8217

Available Data:

Traffic volumes

- Hourly intervals volumes
- Annual average daily traffic (AADT) volumes
- Forecast AADT for design year
- Fifteen minute intervals volumes
- Daily 24 hours summarized

Vehicle classification

- Individual vehicles with date, time, lane, speed, and axle spacings (portable only at this time)
- Hourly volumes
- Commercial annual average daily traffic (CAADT)
- Date, time, speed, and magnetic length (permanent sites)
- Daily 24 hours summarized by vehicle length or type
- Forecast CAADT for design year

Exhibit 2-1 (continued)

Truck weight data

- 13 continuous weigh-in-motion sites
- 18 Kip equivalent single axle loadings (ESALS)
- Forecasted ESALS for design year
- Over-weight reports
- Weigh-in-motion data throughout the state (48- to 72-hour periods)

Design hourly volumes

- 30th, 50th, 100th and 200th highest hourly volumes at permanent sites
- Percent commercial during the 30th highest or DHV
- Forecasted volume for the design year

Speed data

- Hourly speed volumes
- Percent exceeding 55, 60, 65, 70, 75, and 85 mph
- 85th percentile speeds
- Speed pace report

Vehicle turning movements

- Collected in 15 minute intervals
- Collection period usually covering the peak hours, or the ASTM standard which is 7:00 a.m.-10:00 a.m. and 3:00 p.m.-6:00 p.m. and sometimes 11:00 p.m.-1:00 a.m.
- Gap studies—determine the number of gaps between vehicles in terms of seconds between vehicles

The ROSE2 Traffic volume file

- AADT, Passenger car, Pickup, CAADT
- Traffic flow maps
- Identified by segment code and milepost
- 20-year forecast based on past 20 years

Vehicle miles of travel
Special reports as requested

GEOGRAPHIC INFORMATION SYSTEMS SECTION

Contact: Geographic Information Systems Manager 208/334-8222

Available Data: Through the Milepost and Coded Segment (MACS) system database, information about the following can be obtained (MACS is ITD's official source of information about the State Highway System—reference Administrative Policy A-09-12):

- Segment codes
- Functional class
- Mile points
- Mileage
- Rural/urban designation
- City/urban limits
- County limit
- District boundaries
- Jurisdiction boundaries
- City population
- Designated roadways

Exhibit 2-1 (continued)

Available data: Through the mapping and geographic information system database, the following can be obtained:

- State Highway System maps for cities, counties, highway districts, and ITD districts
- Functional-classification maps for urban areas (5,000+ population), and rural functional classification maps for counties, highway districts, and ITD districts
- Federal-aid system maps for counties, highway districts, and ITD districts
- 100K (1 inch = 1 mile) topography maps
- An index of available publications

INTERMODAL PLANNING SECTION

Contact: Intermodal Planning Manager 208/334-8209

Available data/information:

- Scenic byways
- Scenic byway application process
- Functional classification update and review process
- Intermodal facilities information
- Pedestrian and bicycle planning
- Rail planning
- Strategic planning
- Long-range planning
- Access control
- Official Idaho Transportation Board minutes (query minutes by route description)
- Road-closure maintenance agreements

If existing data is inadequate, determine what additional data would be most beneficial to this specific corridor planning effort. Explore whether another transportation or planning agency is willing to share the cost of updating or acquiring new data.

Transportation system elements within the corridor will likely include one or more of the systems described below.

Highways and Streets. Public/private streets and state/local streets and highways within the corridor should be included in the information search. Research locations, right-of-way widths, number of lanes, adopted functional classifications, crash rates and concentrations, road conditions, origin/destination data, freight data, key freight users, peak travel times, access management, and system management or demand management policies or tools in effect.

At a minimum, the average annual daily traffic (AADT) should be identified for every logical link within the corridor. A link is a segment of the corridor between major crossroads where traffic volumes are likely to change. (A link may be many miles long in a rural corridor or only a few blocks in an urban area.) AADT's should also be identified for the highways and streets which cross the corridor and form the limits of each link. AADT information, along with information on the size of the facility, should then be used to determine the level of service.

AADT should be available from the ITD statewide counting program. Additional counts may be necessary on crossroads, or to fill in gaps in the state counts.

Highway and street information may be obtained from the *Idaho State Highway Plan*, the local Metropolitan Planning Organization (MPO), the public entity with jurisdiction over highways and streets, the ITD Division of Transportation Planning, the Office of Highway Safety, ITD District offices, and the County Assessor (for private streets).

Types of information needed for the corridor plan include: functional classification maps; construction plans; pavement conditions; records of existing traffic control devices; access control policies; crash data; results of any origin/destination surveys; data on freight usage; seasonal and daily traffic volume peaks; and turning movement counts at major intersections.

Breakdowns of hourly directional volumes should be determined on a case-by-case basis, by the ITD District Planner and ITD Traffic Survey and Analysis section.

Urban areas or areas with known problems at intersections may require a detailed analysis of the intersections. Peak period turning movement counts should be completed for such intersections.

If the corridor has competing streets or highways, conducting up-to-date origin/ destination surveys or studies may be helpful to assess the role of each street or highway in the system.

Evaluations should also be conducted of how well the geometric features of the highway or street comply with current standards, how well the highway or street provides for regional and intermodal connectivity, and safety issues and problems.

Evaluations can use a general rating of **good**, **fair**, or **poor** to describe performance that is not easily quantified.

For example, Level of Service D is understood as being more congested than Level of Service B; but, performance regarding intermodal connectivity has no universally accepted standard and could best be described as **good** or **poor**.

Railroads. Freight and passenger rail facilities within the corridor should be researched. The search should include locations, right-of-way widths, crossings (whether at-grade or separated), speed of rail travel, crossing signalization, safety records, schedules, and usage rates. Identify whether the existing geometric features of the railroad comply with existing standards. Identify the locations of key users.

Railroad information may be obtained from the *Idaho State Rail Plan*, ITD's rail coordinator, and railroad companies. Data needs include the locations and widths of rights-of-way, at-grade crossings, grade separations, signalization, number of trains, usage rates, safety records, and length and frequency of trains.

Airports. Research airport locations, number of commercial carriers, commercial enplanement statistics, and general aviation statistics.

Airport information is available from the *Idaho Aviation System Plan*, ITD's Division of Aeronautics, airport managers, and commercial carriers. Airport locations, commercial enplanement statistics, and general aviation statistics should be gathered for airports serving the corridor.

Transit Services. Public and private, fixed-route and non-fixed-route transit services should be researched. The search should include intracity and intercity bus services, vanpools, carpool programs, and special purpose vans (such as senior citizen and special needs carriers). The research should include station locations, routes and frequency (if fixed); safety records and ridership; and major concentrations of riders.

Transit service information is available from *Movin' Idaho* (*Idaho Public Transportation Plan), Idaho Statewide Public Transportation Needs and Benefits Study,* ITD's Public Transportation Division, and from transit service providers. Obtain data on the number of carriers, locations of stations, locations of park and ride lots, availability and number of special purpose vans, routes, frequency, and ridership.

Bicycle Facilities. Include research on the locations and widths of routes, paths, and lanes within the corridor.

Bicycle facility information may be available from the *Idaho Bicycle and Pedestrian Transportation Plan*, ITD's Bicycle/Pedestrian Coordinator, local MPOs, highway districts, or local government planners. Information should be obtained regarding route, path, and lane locations within the corridor and their connections to other transportation facilities.

Pedestrian Facilities. Include research about the locations of sidewalks, paths, trails, and locations of signalized and non-signalized crosswalks within the corridor.

Pedestrian facility information may be available from the *Idaho Bicycle and Pedestrian Transportation Plan*, highway districts, and local government planners. The locations of sidewalks, paths, crosswalks, and connections to other transportation facilities are needed.

Intermodal Connection Facilities and Stations. Include research on the locations and sizes of park-and-ride parking lots, railroad and port-related truck and container transfer stations (including major grain elevators), transit stations in close proximity to bicycle, pedestrian, or airport facilities, and other facilities and programs which encourage intermodal travel. Include usage rates and capacity.

Intermodal connection facility information may be available from the sources listed for each mode of transportation.

Utilities. Include research about the locations and sizes of utility facilities within the corridor.

Utility locations may be obtained from street or highway construction plans, from the public entity with jurisdiction over streets and highways, and from utility companies.

Some corridors will have transportation facilities other than those listed above. For data needs on other facilities and modes, see Appendix B.

Task Two: Research the Role of Transportation in the Corridor Area

Describe the characteristics of the corridor area in terms of the role transportation plays in the region. For example: Is it a Western Transportation Trade Network or NAFTA Corridor? Does tourism have a central role in the area's economy? Is there a need for quick farm to market trucking? Is it a heavy commuter route? Is it a key freight route?

The role of transportation within the corridor is not solely a "hard data" need. Local knowledge and professional observation of the existing system should be used, and supplemented with hard data when available.

Examples:

- If it appears from observation and from discussions with local officials that farm-to-market transportation is important, data should then be collected from local grain elevators, state weigh stations, and the county extension service regarding local farm production, shipping, and trucking.
- If the corridor is located in a tourism area, data regarding tourist destinations and number of visitors should be gathered. Sources include the Idaho Department of Commerce, local Chamber of Commerce, and resort managers.

Task Three: Develop Base Maps

Add the information you have gathered to base maps of the corridor, using available maps. Use those maps with the most useful information and a scale appropriate to the corridor. See Exhibit 2-2 on page 23 for more information on determining appropriate map scales.

Possible map sources include ITD GIS Section, city or county Engineers or Surveyors, city or county comprehensive plans, USGS, MPOs, highway districts, the Idaho Department of Water Resources, Councils of Government, or private sources.

Existing right-of-way widths and general locations of transportation facilities and their structural characteristics should be added to the base maps. Also add the locations of existing schools, hospitals, major outpatient treatment centers, and major employment centers or major tourist destinations within the corridor.

Interview major companies located within the corridor to determine their shipping and commuting activities. Add to the base maps any other existing or approved large or unusual traffic generators or attractors within the corridor or served by the transportation system of the corridor.

Task Four: Write a Report

Compile the information gathered in the three tasks listed above into a written report.

Expected Products (Results)

- Base maps that illustrate existing and committed transportation facilities serving the corridor.
- A written report that describes features, operational characteristics, and performance of the existing transportation system, and the role of the corridor in the region.

MAP SCALES

The scale of mapping used in the corridor plan can vary depending on the level of study detail and the level of detail desired to portray plan findings. A smaller scale might be selected for convenience for longer corridors, but this should be avoided whenever possible. Use an appropriate scale to properly portray information at the level of detailed intended. (Metric conversions for map measurements are also available.)

The following are suggested uses for various common scales:

- 1" = 1 mile or 1"50,000 for metric maps — Useful for displaying the general study corridor and surroundings, evaluation results over extended corridor areas, and general land use.
- 1" = 2,000 feet — A common scale for similar purposes above. Often preferred because USGS "quad" maps are available at this scale. This is the smallest scale at which alternative alignments might be considered, recognizing that even a pencil line may be wider than the actual roadway.
- 1" = 1,000 feet — The smallest scale to reliably begin determining actual impacts of various alignments. Where specific effects to properties are not intended to be illustrated, this may be the most detailed scale used.
- 1" = 400 feet — In rural areas this scale is adequate to plan for new corridors with good sensitivity to the amount of impact to individual buildings or parcels. Early right of way estimates are possible at this scale and the public can recognize probable relationships between their property and proposed improvements.
- 1" = 200 feet — The greatest level of detail considered for a corridor plan under most circumstances. Differences in existing and proposed roadway edges and right of way lines are clearly visible. This scale affords about the same level of reliability in urban areas (where space is more restricted as the 1" = 400 feet scale does in rural areas.

When selecting a scale, keep in mind that the scale at which something is shown carries a strong implication about the level of detail being considered in the plan. Using too detailed a scale for corridor planning can result in a lot of unwanted detailed questions and analysis. The least detailed scale that can be used which still allows the intended information to be effectively communicated is best. For most corridor plans, the 1" = 1,000 feet or more range is the usual choice. Also, it is common that the information developed at one scale for study and public presentation is then shown at one-half the size or smaller in the corridor plan document.

Step 2 Guidelines

The goal of Step 2 is to gain a complete picture of the existing transportation system within the corridor. Use the checklist to account for all necessary system components.

Task One: Research and Analyze the Existing System

Gather information about each of the transportation system components listed below: (*How much data? The level of detail should correspond to that component's importance in the area. Where's the data? See page 17 for a summary of data sources.)*

- ❑ Highways and streets (public, private, state, and local streets, and highways);
- ❑ Railroads (freight and passenger);
- ❑ Airports (freight and passenger);
- ❑ Transit services (public, private, general citizen, and special needs);
- ❑ Bicycle facilities (locations and routes);
- ❑ Pedestrian facilities (locations, signalized, and non-signalized);
- ❑ Intermodal connection facilities and stations (park-and-ride lots, railroad and port truck transfer stations, bicycle, pedestrian, and airport transfer facilities); and
- ❑ Utilities.

Task Two: Research the Role of Transportation in the Corridor Area

Define the role of the corridor by asking the following questions: (*Other questions will probably be needed — use professional and local judgment to look at all aspects.)*

- ❑ Is this a Western Transportation Trade Network, NAFTA Corridor, etc.?
- ❑ Does tourism have a central role in the area economy?
- ❑ Is there a need for quick farm-to-market trucking?
- ❑ Is this a heavy commuter route or a key freight route?

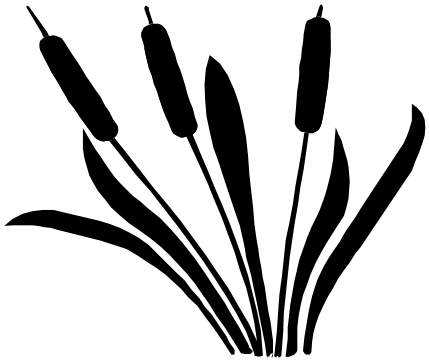
Task Three: Develop Base Maps

- ❑ Develop base maps for the corridor. *See page 23 for appropriate map scales.*

Task Four: Write a Report

- ❑ Compile the information gathered in this step into a written report. *This report will likely be used for informing the public; keep the audience in mind*

Step 3—Document Existing and Projected Environmental/Land-Use Conditions



Key Activities

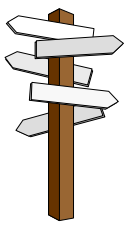
- *Research current and planned land uses, and the cultural, historical, and socio-economic characteristics of the corridor region*
- *Identify critical environmental factors*
- *Conduct environmental scan of corridor area by mapping environmental resources and identifying issues and preparing an environmental scan report*

Purpose (Why)

The purpose of Step 3 is to gather background information about the region served by the corridor, in terms of its current and planned land uses and historical, cultural, environmental, social, and economic features. This information will be used to identify issues that could impact corridor improvements, and with the information already gathered (in Step 2), form the basis for analysis (in Step 4) of how the existing transportation system is expected to perform in future (20-year) conditions.

After a preferred alternative is identified and the corridor plan is completed, the information gathered in this step can help with project-related National Environmental Policy Act (NEPA) clearance.

Activity (What) and Approach (How)



This step includes gathering information to provide a broad picture of existing and future land uses and the historical, cultural, environmental, and socio-economic conditions in the region.

Task One: Research Land Uses and Other Characteristics of the Region

Information about the characteristics of the region served by the corridor should be gathered using existing data and projections when available.

Census data and Idaho Department of Commerce population statistics should be used. Census data is located in local Federal repository libraries (check with local libraries and universities).

The Idaho Department of Commerce has population projections for each county. Local MPOs have population projections for the metropolitan areas they serve. Locally generated population estimates and projections may also be available from city or county planners or from utility companies. The data should be at the city or county level. In some cases, census tract, census block groups, or neighborhoods would be a useful breakdown.

Care should be taken to locate areas within and adjacent to the corridor that have higher than average concentrations of low income or minority populations.

NEPA promotes environmental justice and will scrutinize any disproportionate impacts created by any federally funded transportation improvements. Data on area ethnicity, race, income, and age distribution should be gathered from census reports and local sources.

Employment characteristics may be obtained from Census journey-to-work reports, studies of commuting patterns by highway districts or transit service providers, labor force data from the Idaho Department of Labor, and Census employment-by-industry statistics. Other sources include special reports by the Idaho Department of Labor, U.S. Bureau of Economic Analysis, and Regional Economic Information System. City or county-level analysis would be appropriate.

City and County Comprehensive Plan assumptions for land uses should be used when available. General land uses in the region served by the corridor should be gathered to determine the demand on the transportation system. And, general land uses within the corridor should be identified for determining the amount of possible displacements and noise and air quality concerns.

Land use data should include general zoning classifications found in the corridor planning area, existing and planned land use patterns, existing and planned major development, and vacant land inventory (if available).

Any major pipeline or large utility facility (natural gas and petroleum pipelines, electric substations, etc.) locations need to be identified. Utility companies serving the corridor area are the primary source for this information.

Human characteristics should be analyzed to understand potential impacts that may be caused by corridor improvements. Use aerial maps, conduct field and/or windshield surveys, and interview stakeholders to determine effects on neighborhoods and the community that may arise as a result of the corridor improvements. Describe the existing neighborhoods and business districts abutting the corridor. Note impacts that would lead to more noise, physically splitting up the community, decreasing aesthetics, and items that decrease the local residents' quality of life.

Incomplete or out-of-date information regarding land uses, population, and employment may be supplemented by tracking existing trends in rezones, building permits, utility extensions (numbers and locations), and the observations of Planning and Zoning Commission members, local planning staff, and elected officials.

Lists of historical buildings and sites and cultural resources should be available from city and county comprehensive plans and the Idaho Historic Preservation Office. Resources include listed or potentially eligible historic buildings or sites, historic districts, archaeological sites, cemeteries, and trails.

Task Two: Identify Critical Environmental Factors

Review and assess applicable state, local, and federal environmental laws, regulations, and policies. State and Federal information may be obtained from the ITD District Environmental Planner or headquarters Environmental Section, and local regulations can be found at city and county planning departments.

Any existing environmental studies or studies that include geotechnical data, hydrological information, soils, and subsurface geology should be reviewed.

Major geologic and general terrain features (for example, slopes, fault lines, outcroppings, soil types) should be available from USGS topographic maps, Natural Resource Conservation Service Soil Surveys, city or county comprehensive plans, or existing studies prepared for the area.

Contact agencies to help identify environmental resources in the corridor, and issues associated with those resources. (See list of agencies in Appendix E.)

Task Three: Conduct Environmental Scan of Corridor Area

Conduct an environmental scan and list of critical environmental issues within the corridor that include the following tasks:

- Map environmental resources and prepare a list of environmental issues. Include, at a minimum:
  - Floodways and 100-year flood plain boundaries
  - Wetland boundaries
  - Archaeological sites
  - Mines
  - Hazardous waste sites
  - Community or public wells
  - Historical buildings, sites, and districts
  - Rivers and lakes (identifying any designated wild and scenic rivers)
  - State and national forests
  - Wildlife reserves
  - Critical wildlife habitat
  - Threatened and endangered species (locations or likely presence)
  - Public parks
  - Prime agricultural land
  - Barrier effect
  - Pedestrian and bicycle access
  - Noise
  - Neighborhood/business displacement
- Identify those areas expected to require further analysis for NEPA purposes.
- Prepare an environmental scan report for ITD and public review.

Expected Products (Results)

- An environmental scan map of key socio-economic and environmental resources;
- A list of environmental issues within the corridor, and identification of areas that require further analysis.
- A report summarizing the results of the research of land uses and other characteristics of the region performed in Task 1. The report should include:
  - Community profile, including population, growth trends, and employment trends, for use in future forecasts
  - Current land uses
  - Planned land uses
  - Historical and cultural buildings and site

Step 3 Guidelines

The goal of Step 3 is to determine current and planned land uses; and the cultural, historical, and socio-economic characteristics of the corridor. Use the checklist provided below to thoroughly evaluate all aspects of the area.

Task One: Research Land Uses and Other Characteristics of the Region

Gather the following information:

- ❑ Census data and Idaho Department of Commerce population statistics;
- ❑ Population projections;
- ❑ Location of low income or minority populations;
- ❑ Employment characteristics, such as journey-to-work reports, commuting pattern studies, labor force data, and employment by industry statistics;
- ❑ Land-use assumptions from city and county comprehensive plans;
- ❑ Zoning classifications and planned developments for the corridor area;
- ❑ Pipeline and large utility locations;
- ❑ Human and neighborhood characteristics; and
- ❑ Lists of historical buildings and sites and cultural resources.

Task Two: Identify Critical Environmental Factors

Gather the following information in the corridor area:

- ❑ Applicable federal, state, and local environmental laws, regulations, and policies;
- ❑ Existing environmental studies that include geotechnical, hydrological, and soil types;
- ❑ Major geologic and general terrain features; and
- ❑ Environmental and socio-economic resources and issues.

Task Three: Conduct Environmental Scan of Corridor Area

Complete the following tasks:

- ❑ Map environmental resources, list environmental issues, and identify areas that require further analysis; and
- ❑ Prepare an environmental scan report for ITD and public review.

Step 4—Analyze Future (20-Year) Travel Demand and Performance in the Corridor

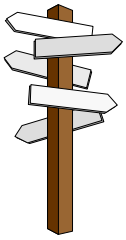
Key Activities

- *Estimate future (20-year) transportation travel demand in the corridor*
- *Identify deficiencies in performance that the existing transportation system may have in meeting the future travel demand*

Purpose (Why)

Step 4 includes estimating the 20-year travel demand on the transportation system within the corridor, and identifying the elements and geographic areas where the performance of the existing transportation system is expected to fall short of meeting that demand. In Step 6, this information will lead to listing improvements of the existing system that could meet the future travel demand.

Activity (What) and Approach (How)



Task One: Estimate Future (20-year) Transportation Travel Demand in the Corridor

To estimate travel demand in the corridor in 20 years, the simplest forecast is a straight-line projection of growth. Straight-line projection assumes the travel growth experienced over the past 20 years will continue at the same average rate over the next 20 years. If there have been regular traffic counts over a number of years in the corridor, those historical counts can be used as the basis of the projection. Straight-line projection is best suited to corridors where little change is anticipated in the spatial pattern of growth of the region.

A more complex trend analysis is needed to produce a valid forecast for corridors serving regions undergoing major growth shifts, or where historical traffic counts are unavailable or insufficient. One or more measures of growth (population increase, increase in employment, increase in number of households, etc.) that is thought to have a correlation with increases in travel should be graphed to establish whether the correlation exists and the nature of the relationship. With a relationship established, a forecast in the related measure of growth will yield a forecast in travel demand.

As a general rule do not add forecasted trips that are expected to be generated by individual businesses along the corridor. The travel forecast generally reflects cumulative demand and therefore includes trips from the developments within the area served by the corridor.

An exception to the above rule would be large-scale development located within or adjacent to the corridor, where none existed before.

The forecast may need to be "fine-tuned" by adding trip generation rates attributed to the new development.

Trip generation rates and manual traffic assignment methods for roadway systems are explained in the Institute of Transportation Engineers' *Trip Generation*.

In most cases it is counterproductive to incorporate a variety of data sources into the forecast, as it increases the potential for double counting.

Developing forecasts for travel demand for other modes (such as transit) which do not currently exist in the corridor, requires more effort, since there is no existing sample of activity on which to base a forecast. To develop those forecasts, the following may be helpful:

- Determine the size and location of the most promising market for the alternative mode. Often this includes large employers or large concentrations of employment. Based on these concentrations, is it likely a new mode of transportation will be added within the next 20 years? If yes, continue with the following assumptions.
- Assume a modest level of usage of the mode, usually in the range of 1 to 3 percent of the total travel demand. A more detailed estimate can be made by identifying the usage of similar services offered in similar communities. The American Public Transit Association publishes both ridership and cost figures. The FHWA publishes reports on the results of various alternative mode programs.
- Estimate the anticipated level of usage, as a percentage of total travel demand for discussion purposes. However, the percentage is usually low; since this percentage of use of alternate modes is so small, it is usually absorbed by the margin of error in the travel demand forecasting model.

If a forecasting model is available for the area served by the corridor, it is important to coordinate the forecasting effort to match modeling assumptions as much as possible. However, using the model to produce the forecasts for the corridor may not be useful. Models are usually developed to forecast traffic within a city or county boundary, not a corridor. Take special precautions or avoid using an existing model when:

- The model assumptions are not kept up-to-date
- The model covers only a portion of the corridor
- The corridor carries a large proportion of trips from outside the area covered by the model
- The corridor is located close to the edge of the area included in the model

Task Two: Identify Deficiencies in Performance that the Existing Transportation System May Have in Meeting Future Travel Demand

All existing modes of travel should be included in the analysis. Evaluate the existing transportation system's performance regarding its ability to meet the forecast travel demand.

Pinpoint the elements and locations where the system, if it remains unchanged, will be inadequate to accommodate forecasted travel demands. A general rating of **good**, **fair**, or **poor** may be used, as was done in Step 2.

The criteria used in analysis of the existing transportation system, conducted in Step 2, should also be used in analyzing the system's performance with the 20-year forecast.

Expected Products (Results)

- A list of the elements of expected performance of the existing transportation system, with the 20-year travel demand forecast.

For example:

- Congestion rating: Level of Service C
- Intermodal connectivity: Poor (no connections within 50 miles)
- Safety: Poor (crashes twice the state average for rural arterials)

- A table or other graphic display presenting the forecasted 20-year travel demand.
- A map of locations within the corridor where transportation system deficiencies are likely to occur with the 20-year demand.

Step 4 Guidelines

The goal of Step 4 is to estimate the 20-year travel demand on the transportation system within the corridor. Use the checklist provided below to make sure the projections are as accurate as possible with the available information.

Task One: Estimate Future (20-year) Transportation Travel Demand in the Corridor

Use models with caution and only if they correspond with the corridor boundary. Otherwise, estimate travel demand by using one of the following approaches.

- ❑ Where little change is anticipated in the area's spatial pattern and historical traffic counts exist, develop a straight-line projection in order to base the forecast on existing trends.
- ❑ For corridors undergoing major growth shifts or where historical traffic counts are insufficient, correlate the increase in travel with the projected population increase or other measure.
- ❑ Develop forecasts for travel demand on modes that do not currently exist by following subtasks outlined in Task One.

Task Two: Identify Deficiencies in Performance that the Existing Transportation System May Have in Meeting the Future Travel Demand

Include all existing modes of travel in the analysis:

- ❑ Evaluate the existing transportation system performance regarding its ability to meet the forecasted travel demand.
- ❑ Pinpoint the elements and location where the system (if unchanged) will fail to meet future demand.
- ❑ Apply a general rating of **good, fair,** or **poor**.
  See Step 2 for an explanation of these ratings.

Step 5—Review the Corridor Boundary, Develop a Statement of Purpose and Need, and Identify Goals for the Corridor

Key Activities

- *Review and explain the corridor boundary to the public*
- *Develop a statement of purpose and need*
- *Identify goals for the corridor*

Purpose (Why)

Step 5 takes the corridor boundary map to the public for review. The public also has a hand in developing a statement of purpose and need (drawn from a list of issues and deficiencies). The statement of purpose and need defines what sorts of goals should be established to best meet future transportation needs. Sample statements of purpose and need and sample goals are provided at the end of this step to illustrate the language and amount of detail that typically goes into each statement.

This step uses public participation techniques to also establish the direction for the rest of the corridor planning process. In later steps of the process, alternatives will be evaluated according to how well they meet the goals.

Activity (What) and Approach (How)

Activities include meeting with the public to explain the corridor boundary and using public input to develop a statement of purpose and need, and identify goals for the corridor.

Task One: Review the Corridor Boundary

- At the public participation event(s), be prepared to discuss and review the mapped boundary chosen in Step 1 and explain why the boundary was chosen. Include the boundary on a base map, along with the key features of the transportation system, and the key traffic generators or attractors or other features of the corridor area that relate to the need for changes to the transportation system.

Task Two: Develop a Statement of Purpose and Need

- Refer to the data identified in Steps 2 and 4 regarding existing and expected deficiencies in the transportation system serving the corridor area to compile a list of system deficiencies. Where possible, locate the deficiencies on the base map for use at the public participation events.
- Reference the list of issues that resulted from contacts with local elected officials and agencies during Step 1.

- Use the *Idaho Transportation Plan* and the statement of need in the governing board's authorization for direction in identifying the key needs of the corridor area.

- Use the information gathered to prepare a preliminary list of factors supporting the need for long-range planning for the corridor area. The list should describe the existing or anticipated deficiencies in the transportation system and the growth or changing needs in the corridor area. Also, it should be tailored to the specific corridor area, rather than being a generic list about the need to plan corridors.

- Be prepared to discuss the previously identified information as a starting point for adopting a statement of need at the public participation event(s).

- Schedule and publicize the public participation event(s). Target extra publicity toward property owners within the corridor area, people who use the corridor on a daily basis, and any groups who have a special interest in the corridor.

- Use the event(s) to explain the corridor planning process and achieve buy-in for the process, paying particular attention to point out the key decisions to be made with public participation and the identity of the final decision making authority.

- Prepare visual displays summarizing data compiled to date. Include the corridor boundary drawn on the base map, along with the key features of the transportation system and the key generators, attractors or other features of the corridor area which relate to the need for changes to the transportation system. Also include the proposed list supporting the necessity for changes to the transportation system to meet the 20-year need.

- At the public participation event(s), request public review on the corridor boundary location and input on issues.

- Produce a written statement of purpose and need. At a minimum, record the key concepts based on public input.

Task Three: Identify Goals for the Corridor

Goals that are developed should be measurable, as much as possible, although some non-measurable features may be included. They should also answer the question, "What will we need and expect from our transportation system, in this corridor, in 20 years?" The goals may include maintaining the existing level of service (LOS), reducing farm-to-market travel time, improving safety, improving access to public transit, improving intermodal connectivity, implementation and funding strategies, or other objectives.

Use the public event(s) to generate a list of goals. Also refer to the Idaho Transportation Department's policies on corridor planning as a framework for developing corridor goals.

Expected Products (Results)

- List of concerns/issues raised by the public.
- Statement of purpose and need.
- List of goals for the corridor.

Step 5 Guidelines

The goal of Step 5 is to establish a statement of purpose and need, and identify the goals for the corridor. The following example could be used as a starting point for a purpose and needs statement and goals list. The example is part of the documentation for I-17, produced by the Arizona Department of Transportation.

Purpose

The purpose of this documentation is to expand upon previous planning studies of the I-17 corridor, and to develop long-range improvement and implementation plans for the 23 miles of freeway between the Maricopa Interchange and the Outer Loop. The documentation includes the addition of a fourth freeway lane in each direction between Indian School Road and Thunderbird Road and adjustment to the ramp and frontage road geometry to be compatible with the Freeway Management System.

Need

I-17 is the central link in the Phoenix Metropolitan area transportation network, serving interstate, regional, and local traffic needs. The facility, constructed in the early sixties, requires increasing maintenance efforts to extend its service life. In addition, many features of I-17 do not meet current operational criteria and design standards. Further, unforeseen changes in land use and associated traffic increases have far exceeded earlier forecasts.

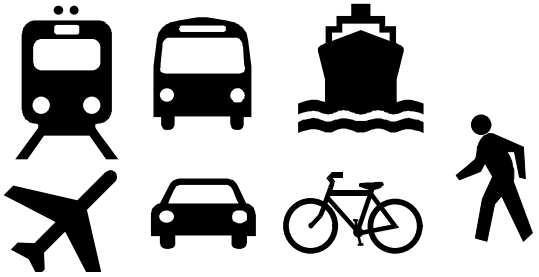
Currently, most sections of I-17 are operating at or above capacity (Level of Service E-F) during peak hours and accident rates are significantly higher than the statewide average. During the next 20 years, it is projected that the traffic demand within the corridor will increase dramatically; in some cases, nearly double the existing freeway volume. If this facility is to accommodate these volumes efficiently and safely, extensive system-wide improvements will be needed.

Corridor Goals

The major objectives of this corridor plan are summarized below:

- Develop and analyze viable double-deck or elevated roadway alternatives, or other improvement schemes.
- Establish a phased implementation scheme to address prioritization of improvements in a systematic form.
- Define future right-of-way requirements in the corridor so that it can be protected or reserved.

Step 6—Generate Alternatives to Meet Goals



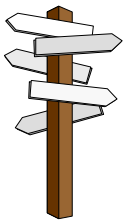
Key Activities

- *Generate a preliminary list of alternatives*
- *Hold public participation events to gather a complete list of alternatives*
- *Prepare conceptual map(s) of potential road alignments and list or illustrate other transportation improvements*

Purpose (Why)

Step 6 is designed to compile as many alternatives as possible for improving the transportation system. The open exchange of ideas for all corridor stakeholders in this step encourages collaboration among the participants to identify *all* of the potential options for system improvements.

Activity (What) and Approach (How)



Task One: Generate a Preliminary List of Alternatives

The corridor planner should contact the ITD Public Involvement Coordinator for assistance with the public participation strategies. Local elected and appointed officials and agencies should also be contacted to gain their input on potential improvements to the transportation system. Develop a preliminary list of improvements and strategies to the transportation system that are expected to meet the goals for the corridor. The preliminary list can be used to stimulate discussion for the production of a more complete list of feasible improvements and strategies at the public participation events.

Prepare displays of the preliminary alternatives as lines on a map or other conceptual representation.

Task Two: Hold Public Participation Event(s) to Gather a Complete List of Alternatives

Public participation should be encouraged to expand the preliminary list to include as many alternatives as possible. Refer to Appendix A for public participation methods.

Additional displays can include the maps and reports prepared in prior steps, including the mapped corridor boundary, traffic volumes, high crash locations, and environmental considerations. The statement of purpose and need, and the goals for the corridor should also be prepared for display at the public participation events, as reminders of the mission of the corridor planning process.

All alternatives proposed at the public participation event(s) should be listed, even if they appear impractical. The alternatives will be screened in Step 7.

The public should be encouraged to consider improvements not related to conventional solutions.

The public should consider:

- Use of existing road alignments for wider roads
- Use of existing road alignments for nontraditional uses such as bicycle paths or transit-only corridors
- Transportation Demand Management (TDM) strategies
- Transportation System Management (TSM) strategies
- Access management
- Traffic operations
- Cargo and passenger rail transit
- Public/private transit
- Non-motorized transportation
- Expanded intermodal goods-transfer stations
- Local arterial expansion
- Ride sharing
- Use of Intelligent Transportation System (ITS) technology
- Land use changes such as locating high density development close to transit stations.

Task Three: Prepare Conceptual Map(s) of Potential Road Alignments And List or Illustrate Other Transportation Improvements

Potential alignments should be shown as single lines on a map. Other proposed transportation improvements should be mapped or listed, as appropriate, at a conceptual level of detail.

Expected Products (Results)

- A complete list of alternatives.
- Conceptual map(s) of potential road alignments.
- List or illustration of other transportation alternatives.

Step 6 Guidelines

The goal of Step 6 is to generate a preliminary list of alternatives. Use the checklist provided below to guide the development of the list.

Task One: Generate a Preliminary List of Alternatives

- ❑ Contact the ITD Public Involvement Coordinator for public participation strategies.
- ❑ Gather input on potential improvements from local officials.
- ❑ Generate a preliminary list of improvements that would meet corridor goals.
  This is the starting point. Don't try to be too comprehensive until the public gets involved.
- ❑ Prepare displays of the preliminary alternatives, such as maps and line drawings.
- ❑ Prepare background corridor information for distribution at public participation events.

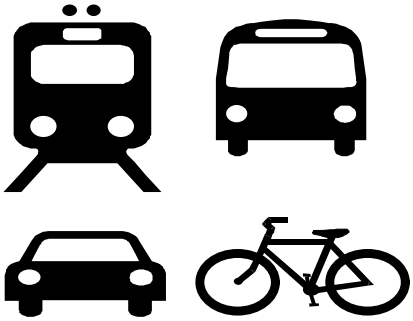
Task Two: Hold Public Participation Events to Gather Complete List of Alternatives

- ❑ Expand the preliminary alternatives list with suggestions from the public.
  *Record **all** suggestions. The feasibility of the alternatives will be determined later.*
- ❑ Encourage participants to consider alternatives beyond road widening.

Task Three: Prepare Conceptual Map of Potential Road Alignments and List or Illustrate Other Transportation Improvements

- ❑ Prepare a map with potential road alignments shown as single lines.
- ❑ List or illustrate other proposed transportation improvements, as appropriate.
  *Make sure that these documents are **preliminary**. There is no need to get caught up in the specifics at this point.*

Step 7—Identify Feasible Alternatives



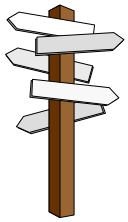
Key Activities

- *Establish screening criteria based on goals for the corridor*
- *Compile information for each alternative that addresses the criteria*
- *Use public participation methods to screen the list of alternatives and identify feasible alternatives*
- *Compile a feasible alternatives list and summarize activities*

Purpose (Why)

Step 7 includes comparative analysis of the alternatives suggested in Step 6. The analysis is used to screen the complete list of alternatives to identify those alternatives which are the most feasible and promising. The feasible alternatives will be subjected to a more detailed analysis in Step 8 to finalize the preferred alternative(s).

Activity (What) and Approach (How)



Task One: Establish Screening Criteria Based on Goals for the Corridor

Prior to the screening, it is important to contact elected officials, agencies, and other key stakeholders identified in the public participation work plan, to gain their understanding of the screening criteria to be used.

Screening criteria can include:

- How well each alternative meets the goals established for the corridor.
- Costs of each alternative. Dollar costs need not be exact at this step. Relative grouping of low, medium, and high cost is adequate. (See Exhibit 7-1 , Sample of Costs from ITD, Division of Transportation Planning, on page 40.)
- Impacts of each alternative on important environmental resources and feasibility regarding environmental issues and regulations.
- Impacts of each alternative on historical and cultural sites and resources.
- Feasibility of each alternative regarding conformity with local comprehensive plan goals and policies.
- Feasibility of each alternative regarding geologic considerations.
- The degree of improved access to important educational, medical, industrial, or recreational facilities.

Task Two: Compile Information for each Alternative that Addresses the Criteria

The corridor planner should compile information necessary to address the screening criteria for each alternative. Include the costs for each alternative from Task 1.

Sample Costs from ITD Division of Transportation Planning

Average Cost Per Lane Mile
(based on HPMS model with projects completed during the last ten years)

		* Average Cost per Lane Mile plus 20%		
Functional Classification	Type of Work	Flat	Rolling	Mountainous
Interstate	Reconst w/more lanes	$394,800	$403,200	$478,800
	Reconst/realignment	$606,000	$663,600	$877,200
	Major widening (add lanes)	$291,600	$361,200	$458,400
	Resrf/Rehab/Minr Wdn	$244,000	$270,000	$341,600
Principal Arterials	Reconst w/more lanes	$375,600	$392,400	$478,800
	Reconst/Realignment	$514,800	$619,200	$752,400
	Major widening (add lanes)	$276,000	$325,200	$458,400
	Resrf/Rehab/Minr Wdn	$237,600	$275,200	$341,600
Minor Arterials	Reconst/Realignment	$421,200	$561,600	$752,400
	Major widening (add lanes)	$276,000	$325,200	$458,400
	Resrf/Rehab/Minr Wdn	$190,800	$275,200	$319,200
Major Collectors	Reconst/Realignment	$356,400	$472,800	$549,600
	Major widening (add lanes)	$253,200	$291,600	$451,200
	Resrf/Rehab/Minr Wdn	$174,000	$206,400	$267,600

* Cost calculations do not include right of way costs.
To calculate costs for "Average Cost per Lane Kilometer," multiply the average cost per lane mile by 0.6213.

EXHIBIT 7-1

Displays generated in prior steps may be supplemented with the information on the alternatives.

Task Three: Use Public Participation Methods to Screen the Alternatives and Identify Feasible Alternatives

An extensive public participation process should be used to screen the complete list of alternatives and identify feasible alternatives that will be reviewed in detail. The public is invited to compare alternatives and to try to achieve consensus on feasible alternatives.

Task Four: Compile a Feasible Alternatives List and Summarize Activities

Compile a list of feasible alternatives from the public input and summarize activities and key decisions that may have been made.

Expected Products (Results)

- A list of feasible alternatives for transportation-system improvements and strategies.
- A report summarizing the reasons other alternatives are no longer being considered, public participation activities, and key decisions that may have been made.

Step 7 Guidelines

The goal of Step 7 is to begin the process of screening the alternatives that were gathered in Step 6. Use the checklist below to establish the criteria, and through public participation activities, develop a list of feasible alternatives.

Task One: Establish Screening Criteria based on Goals for the Corridor

- ❑ Contact elected officials, agencies, and key stakeholders to gain their understanding of the screening criteria. Recommended criteria include the following:
    - Conformance to goals established for the corridor;
    - Cost;
    - Impacts to environmental resources and historic and cultural sites;
    - Conformity with local comprehensive plan goals and policies;
    - Geologic feasibility; and
    - Degree of improved access to important area facilities.

Task Two: Compile Information for each Alternative that Addresses the Criteria

Is the needed information complete? Fill in any gaps in the following information:

- ❑ Corridor characteristics (see checklist for Step 3, Task 1);
- ❑ Preliminary cost estimates for corridor improvement alternatives (s*ee page 40 for examples of preliminary cost estimates)*; and
- ❑ Public participation displays.

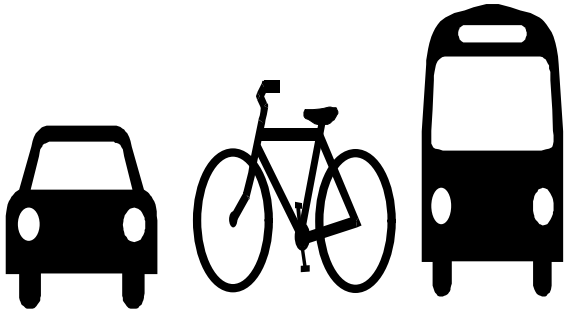
Task Three: Use Public Participation Methods to Screen the Alternatives and Identify Feasible Alternatives

- ❑ Develop materials needed for the selected public participation process.
  See Appendix A for assistance in developing public participation events and techniques.
- ❑ Ask the public to compare the alternatives.
- ❑ Achieve consensus on feasible alternatives.

Task Four: Compile a Feasible Alternatives List and Summarize Activities

- ❑ Prepare a list of feasible alternatives.
- ❑ Write a report summarizing the reasons other alternatives are no longer being considered, public participation activities, and key decisions that may have been made.

Step 8—Analyze Feasible Alternatives to Generate Preferred Alternative(s)

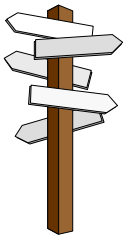


Key Activities

- *Gather more detailed information to use in comparing the feasible alternatives*
- *Conduct a detailed analysis of feasible alternatives*
- *Hold a public participation event(s) to review the feasible alternatives and reach consensus on the preferred alternative(s)*
- *Prioritize preferred alternative(s)*

Purpose (Why)

Step 8 further refines the list of alternatives into a unified package of recommendations capable of achieving the goals for the corridor.



Activity (What) and Approach (How)

Task One: Gather Information for Comparison of Alternatives

Collect the following information for each of the alternatives being considered:

- General right-of-way and facility requirements and constraints.
- Preliminary cost estimates (contact ITD, Division of Transportation Planning, for assistance or see Sample Costs on page 40).
- Conceptual geometric configurations for major bridges, interchanges, and roadway segments.
- List impacts, feasibility, and actual locations of environmental resources which need additional geotechnical, environmental, or hydrological investigation in subsequent phases of project development (data gathered in Step 3 should provide the needed information).
- Draft implementation process for each alternative.
- List interim improvements and strategies which could begin if funds are not available for the long-term upgrading to the 20-year improvement.

Task Two: Conduct a Detailed Analysis of Feasible Alternatives

A more detailed analysis of the alternatives should be completed using both the criteria in Step 7 and the following specific criteria:

- Comparison of each alternative to the others in terms of general order of costs. Use detailed cost information from the Division of Transportation Planning, District offices, local jurisdictions, etc.
- Relative impacts on environmental resource.
- Relative ease of implementation.

Task Three: Hold Public Participation Event(s) to Review the Feasible Alternatives and Reach a Consensus on the Preferred Alternative(s)

The public participation event(s) will help participants take a closer look at the list of feasible alternatives and refine them into a unified comprehensive package of recommendations and strategies for managing and improving transportation facilities and services within and along the corridor.

Distribute the list of criteria that will be used to compare alternatives. Include both the original criteria from Step 7 and the more detailed criteria from Step 8.

The screening process used to determine the preferred alternative(s) must be simple enough for everyone to understand and participate in, and structured enough to demonstrate substantiation of the recommended choice. An example of successful usage of a screening process was conducted during the North Pocatello/Chubbuck Major Investment Study (see Appendix D for a brief description of that screening process). Also see Exhibit 8-1 on page 45 for another example of a screening process used in Florida.

Task Four: Prioritize Preferred Alternative(s)

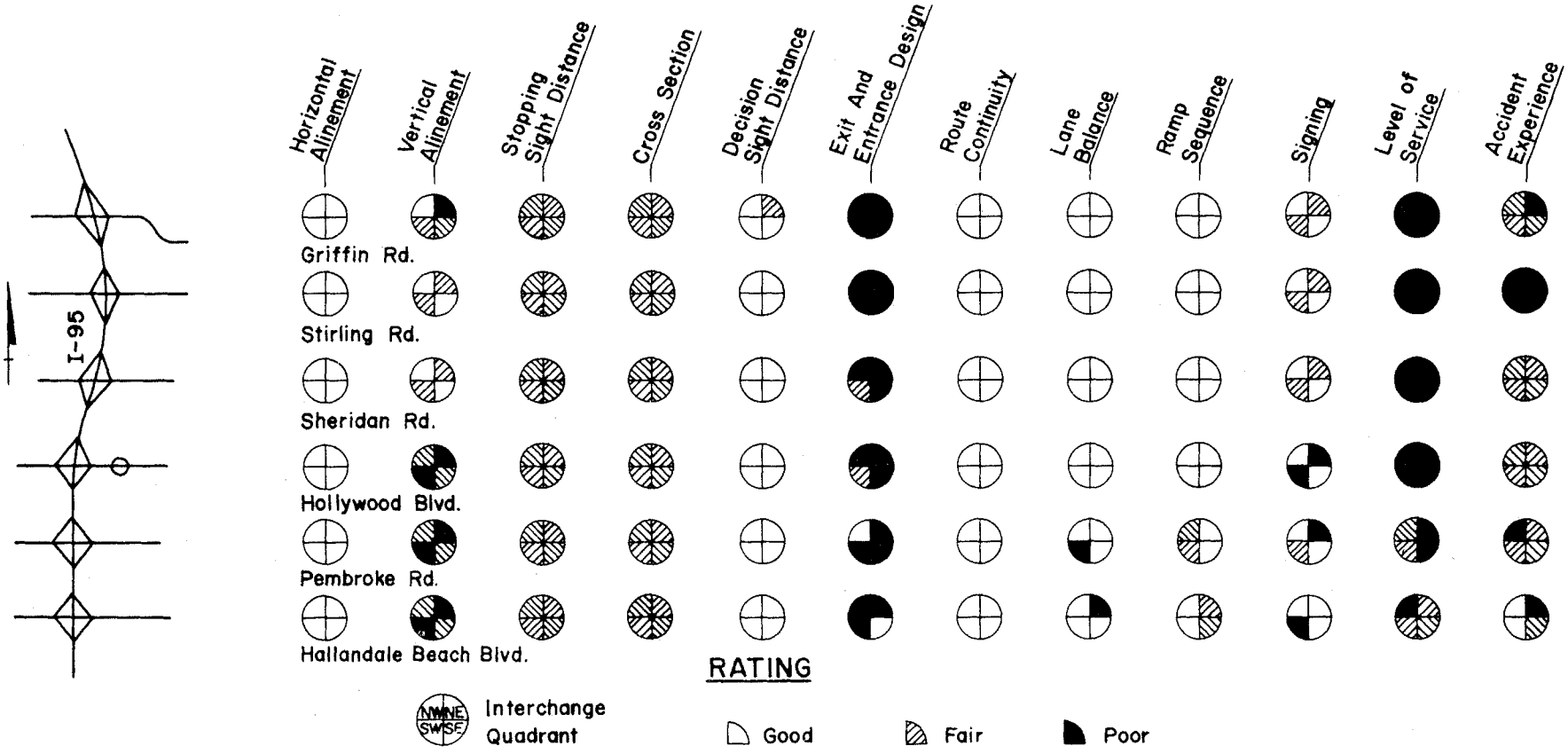
Numerically prioritize the preferred alternative(s) in the order in which each should be accomplished.

Expected Products (Results)

- A unified package of prioritized recommendations for managing and improving the transportation system within and along the corridor.

Exhibit 8-1

I-95 HOV AND REHABILITATION STUDY EVALUATION SUMMARY



SOURCE: *Interstate 95 High Occupancy Vehicle Study Broward & Palm Beach Counties, FL Dept. of Transportation.*

Step 8 Guidelines

The goal of Step 8 is to further refine the list of alternatives into a package of recommendations. Use the checklist below to narrow the alternatives objectively.

Task One: Gather Information for Comparison of Alternatives

Collect the following information for each alternative:

- ❑ Right-of-way and facility requirements and constraints;
- ❑ Preliminary cost estimate;
- ❑ Conceptual geometric configurations for major structures and roadway segments;
- ❑ List of environmental resources in need of further investigation;
- ❑ Draft of implementation process; and
- ❑ List of interim improvements and strategies.

Task Two: Conduct a Detailed Analysis of Feasible Alternatives

Conduct a detailed analysis of the feasible alternatives using the following criteria:

- ❑ Comparison of alternatives by cost;
- ❑ Relative impacts on environmental resources; and
- ❑ Relative ease of implementation.

Task Three: Hold Public Participation Event(s) to Review the Feasible Alternatives and Reach a Consensus on the Preferred Alternative(s)

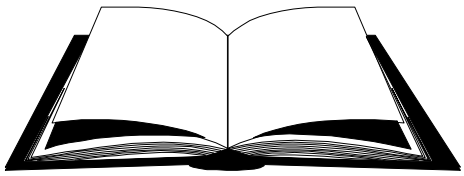
Hold a public participation event to review the feasible alternatives. Some suggestions to reach a collaborative conclusion follow:

- ❑ Distribute the list of criteria developed in Step 7.
- ❑ Develop a simple, structured screening process to determine the preferred alternative(s). *See Appendix D for a sample screening process, and page 45 for an example of an evaluation method.*

Task Four: Prioritize Preferred Alternative(s)

- ❑ Numerically prioritize the preferred alternative(s) in the order in which each should be accomplished.

Step 9—Prepare the Corridor Plan Document



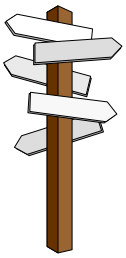
Key Activities

- *Review material gathered from the previous steps and Appendix B, and assemble components into the corridor plan document*

Purpose (Why)

The corridor plan document represents the final product which is based on the background work, public participation input, and recommendations that were generated in the previous steps.

Activity (What) and Approach (How)



Upon completion of the previous steps, the corridor plan document can be compiled. The material generated in Steps 1 through 8 and the Data Elements in Appendix B form the basis for the plan's content and final recommendations.

Task One: Review Material Gathered from the Previous Steps and Assemble Components into the Corridor Plan Document

The corridor plan document should follow this outline.

- Executive summary
  - Corridor planning process and goals
  - Key points and findings
- Introduction
  - Statement of purpose and need
  - Description of process
- Overview and analysis of the existing conditions of the transportation system serving the corridor
  - Summary of all transportation elements
  - Description of features and operational characteristics
  - Performance of existing system
- Overview of the existing and projected future (20-year) environmental and land use conditions in the corridor area
  - Community profile (population, growth trends, and employment trends)
  - Current land uses
  - Planned land uses
  - Historical and cultural buildings and sites
  - Key environmental resources
  - Environmental issues

- Analysis of the expected travel demand and performance of the existing and programmed transportation system in 20 years
  - Estimated future transportation demand
  - Deficiencies in the existing transportation system
  - Location of the deficiencies
- Summary of the public process and the criteria used to generate and screen alternatives
  - Process for public participation and key decision points
  - Screening criteria
- Description of the alternatives (from initial list to the final preferred list)
  - Overview of alternative development process
  - Initial list of alternatives
  - Feasible alternatives
  - Preferred alternative(s)
- Description of the preferred package of recommendations
  - Summary of preferred alternative and rationale for selection
  - Priority listing of strategies and recommendations contained in alternative
- Implementation recommendations
  - Corridor preservation and future acquisition map
  - Statewide, metropolitan, and local Transportation Improvement Programs
  - Local initiatives
  - Other interim recommendations as appropriate
- Technical appendices
  - Glossary
  - Implementing documentation, including ITD and local actions
  - Public participation documentation
  - Environmental scan and analysis
  - Safety data
  - Traffic operations data
  - Sources of information
  - Applicable goals from Idaho State Highway Plan, modal plans, and local transportation plans

Graphics and maps should include the use of aerial photos, single-line drawings, USGS topographic maps, and base maps (typically 1" = 200' for urban areas, 1" = 400' for rural areas).

Once the corridor plan is completed and adopted by ITD, local governments may wish to review and amend or reference their comprehensive plans for consistency with the corridor plan.

Expected Products (Results)

A corridor plan document that includes all items previously listed and the Data Elements in Appendix B.

Step 9 Guidelines

The goal of Step 9 is to prepare the corridor plan document. This is the final product, and it will stand as the public record of the entire process. Use the checklist below to ensure that the corrdor plan document contains the following elements:

- ❑ Executive Summary;
- ❑ Introduction;
- ❑ Overview and analysis of the existing conditions of the transportation system serving the corridor;
- ❑ Overview and analysis of the existing and projected future (20-year) environmental and land use conditions in the corridor area;
- ❑ Analysis of the expected travel demand and performance of the existing and programmed transportation system in 20 years;
- ❑ Summary of the public process and the criteria used to generate and screen alternatives;
- ❑ Description of the alternatives (*include alternatives from the initial list to the final preferred list.);*
- ❑ Description of the preferred package of recommendations;
- ❑ Overview of available financial resources;
- ❑ Implementation recommendations; and
- ❑ Technical appendices.

APPENDICES

GLOSSARY

APPENDIX A

Public Participation Guidelines

A key ingredient to successfully develop corridor plans is the use of a collaborative process that encourages stakeholders to participate in the plan's formation and, ultimately, conclusion. For public participation to really work, the collaborative process should include:

- A proactive approach—Those who will actually develop the plan must make a concerted effort to develop a public participation strategy that stimulates information exchange.
- Active recruitment of all groups and individuals with a stake in the outcome of the process. Excluded groups often challenge the results and can cause delays in plan approval. In addition, special efforts should be made to reach groups that are traditionally under-represented in the planning process (i.e., low income, disabled persons, minorities) to make sure they are fairly represented and included.
- Respect for all points of view—The public involvement process must encourage open and equal access for the full range of public values.
- Input from all parties—Participants should walk away believing their input matters and adds value to the plan's preparation.
- Progress toward achieving results—Discussion should lead towards action in the plan's progress.
- Collaborative process throughout—All parties are brought together to identify issues, problems, and needs.
- Integrate public involvement activities—Public involvement is not conducted as a stand alone side bar to the study. Rather, outreach activities are scheduled at technical milestones, providing key information and obtaining feedback from the public prior to moving on to the next step. Involve participants in more than a review-and-comment role.
- Interaction among stakeholders as an approach to problem solving—Solutions to thorny problems are best handled as a community effort.
- Multiple representatives of community/project area—No one group should dominate the planning process.
- Reasonably accessible for participants in terms of time of day and location—Make it user friendly; public involvement happens best when people are able to participate!
- Incremental decision making process—Plans are more likely to have community support if the public has been part of the plan's decision making from the outset.
- A defined process by which final decisions are made—All participants clearly understand how the process will work and what the limits are.

A critical factor to keep in mind is that — No one group has <u>all</u> the answers! Using a collaborative process will help assure that the corridor plan being created achieves widespread acceptance, as well as on-the-ground practicality.

Americans With Disabilities Act

Use an accessibility checklist as a guide when making room arrangements. All public participation activities need to comply with the requirements of the Americans with Disabilities Act of 1990 (ADA). Not only must opportunities be provided, but they must be accessible for all segments of the population wishing to participate in the corridor planning process, including individuals with hearing, vision, or mobility limitations.

Accessibility means:

- **Accessible location:** Visit the site and determine primary entrances for widths and steps; circulation space for wheelchairs; adjustable microphones; amplification system to aid hearing; drinking fountains, rest rooms, public telephones at wheelchair height, accessibility by public transit; parking for persons with disabilities; signing for accessible route to room.
- **Accessible materials and services:** Notices in alternative formats for deaf, hard of hearing, blind, and visually impaired persons; availability of materials in large print, audio cassette, Braille, computer disk; and availability of sign language interpreters, if requested.

Types of Involvement

Public involvement comes in many forms. Typically involvement comes from: outreach, data-gathering, and participation. These broad categories can often overlap, with the understanding that their application to the planning process varies according to the timing during which they are used.

Outreach. Useful for informing people about a topic or issue, this type of participation includes but is not limited to personal contact, media, field offices or drop in centers, citizen boards, and speaker bureaus. The outreach can be two-way, such as open discussions at a drop-in center. One-way delivery of information can also be used, such as bill-stuffers or news releases, or one-way receiving information such as a telephone comment line.

Data-gathering. Techniques used in this category are important for plan development. Examples of data-gathering participation methods are questionnaires, individual interviews, advisory committees, and surveys.

Participation. Methods appropriate for getting citizen involvement on a larger scale include community meetings, open houses, workshops, retreats, conferences, and open forum hearings.

Keep in mind that special techniques may also be appropriate for stimulating more participation. The public has grown very used to certain types of public involvement techniques, possibly to the point of boredom. Introducing new or unusual public involvement techniques will help keep the process interesting and, hopefully, the ideas flowing. A sampling of such techniques are as follows:

- Sponsorships of special events
  - Transportation fairs
  - Games
  - Contests
- Changing a meeting approach
  - Role playing
  - Site visits
  - Non-traditional meeting places and events
- Finding new ways to communicate

- Interactive television and video displays
- Kiosks
- Computer presentations and simulations
- Teleconferencing

It is often effective to piggy back plan-related activities with ongoing community activities such as meetings of community groups, other organization newsletters, school activities, and so on.

Whatever techniques are implemented, take time at the end of the public involvement process to ask participants two key questions: what were some of the things they liked about the technique(s), and what were some things that can be done better next time. This will help keep the process relevant and useful for all participants.

Tool Box of Methods

The tables at the end of this appendix display a variety of public participation techniques that are appropriate for use at various stages of corridor plan development. They are grouped under the categories of **Outreach, Data-Gathering,** and **Participation**.

Outreach techniques are particularly appropriate for use both during the early steps in the process and as a way to keep the public informed while the plan is formulated. Techniques listed in the Table under the category of Outreach are appropriate to use during Steps 1, 3, 6, and 7 (i.e., contact with elected officials and/or key stakeholders) and Steps 5, 6, 7, and 8 (publicizing public events and providing access to plan information).

Data-gathering techniques allow planners to obtain information from the public at large or selected groups (stakeholders, elected officials, specific focus groups, and so on). Surveys are the primary method used to gather the data, and the cost for performing the techniques varies greatly according to the level of distribution and tools used to administer the survey (newspaper insert versus visual preference testing, for example). Steps 6 and 7, when alternatives are considered and analyzed, can benefit by implementing data gathering techniques to collect public opinion.

Participation methods describe the meeting formats most useful for obtaining various types of input. These include smaller groups such as steering committees and technical committees, which are often very useful to use throughout a planning process as a way to touch base with constituents. Full-scale open houses and brainstorming sessions are also excellent methods to gather information. Steps 1, 3, 5, 6, 7, and 8 call for meetings with the general public or stakeholders, and the methods listed in the Outreach Table offer ideas about meeting structures to use for getting stakeholders and the public involved in the plan's development.

General information has been provided for each method that indicates in a generic sense how costly the method would be to implement, the length of time needed, the ease with which it can be implemented, the corridor location where the method would be effective, and a brief description of the purpose for using the method. These factors can vary, depending upon the corridor size and complexity. The information in the table provides a reference point about each method's typical traits.

Contact ITD's Public Involvement Coordinator for assistance with developing suitable public participation

programs for the corridors being considered.

For more information about public involvement techniques, see the following publications and references:

Public Involvement Techniques for Transportation Decision Making, U.S. Department of Transportation-Federal Highway Administration & Federal Transit Administration, September 1996. (Numerous techniques are highlighted by type: outreach and organization, meetings, feedback, and special techniques.)

Working Together on Transportation Planning: A Manual for Collaborative Decision Making, Marcelle E. DuPraw & William R. Potapchuk, Program for Community Problem Solving, 1994. (This publication is full of other references.) Program for Community Problem Solving is part of the National Civic League, which has a website at http://www.ncl.org. (The website has a link to a list of publications that relate to its interests in community building.)

How Do You Collect and Use Public Information in the Development of Transportation Plans and Programs? Matthew Lindstrom & Martin Nie, Research Consultants for the Arizona Department of Transportation in cooperation with USDOT, FHWA (Report Number: FHWA-AZ97-452), March 1997.

Innovations in Public Involvement for Transportation Planning. Federal Highway Administration and Federal Transit Administration of U.S. Department of Transportation, with Howard/Stein-Hudson, Consultant. FHA and FTA.htm at www.pin.org. (Provides additional references of sources that have used the 14 techniques highlighted.)

Washington Interactive Television. Washington State Department of Information Services. TechCentral @www.wa.gov (Information on reaching large numbers of people that are geographically dispersed.)

The Public Meeting Survival Guide. Oregon Department of Fish and Wildlife. P.O. Box 59, Portland, OR 97207. (Practical, easy-to-read text on avoiding pitfalls of putting on public meetings.)

Public Involvement Strategies: A Manager's Handbook. American Water Works Association. 6666 West Quincy Ave., Denver, CO 80235. 1995. (Written for water utility managers, the handbook describes steps and techniques to use to go through public involvement process.)

Citizen Participation: Whose Vision is it? Bill Klein, AICP. APA. 122 S. Michigan Ave., Suite 1600, Chicago, IL 60603 or bklien@planning.org. (A 12-page paper discussing the need for public participation and various techniques.)

Public Outreach Handbook for Departments of Transportation, National Cooperative Highway Research Program (NCHRP) Report 364, Transportation Research Board, National Academy Press 1994.

The Survey Method

Step 1: Begin with a Proposal

STATE the proposal as "It is proposed that . . ." ASK if everyone understands the proposal. AVOID letting "clarification" slip into advocacy for any point of view at this time.

Step 2: Survey

When everyone is clear on the proposal, ASK "Do you agree, disagree, or are you undecided?" If all agree, you are finished and ready for the next agenda item. If not . . .

Step 3: Poll the Undecided

ASK those who were undecided "What questions do you need to have answered before you can decide yes or no?" As people get their answers to these questions, ask again for their position —agree or disagree.

Step 4: Poll the Minority Option

ASK "What leads you to this position?" Probe with questions and active listening responses. Avoid quick arguments.

Reasons to Explore the Minority Opinion:

- The minority may have valuable previously unexamined information that would cause the majority to change their decision.
- The minority can change their position by realizing as they talk through their information that they don't have adequate evidence for their position.
- The minority can identify specific misinformation that is influencing them and get more accurate data.
- The minority can identify one or more valid counter arguments or concerns which the majority must weigh and use to modify their proposal.
- The minority can better support the decision if they have been heard.

Step 5: Return to the Majority

The majority may discuss the minority position or give counter positions. Limit this test and challenge time and watch that the energy doesn't turn too negative.

Step 6: Re-survey for a Decision

At this point, you can normally be assured that all dissenting information has been heard.

What Can Happen in the Process?

- No party has enough information to resolve and decide, and the decision must be postponed while information is gathered.

- Problems can become more clearly defined and alternatives are examined.
- Common goals are clearly identified and modifications are made to satisfy all concerns.

What to do if a Group Appears Stuck?

The following questions can be used to move a group forward:

- Under what conditions could you support the majority position?
- If we adopted the majority decision, what's the "worst case scenario" you can imagine?
- How could the majority decision be modified into an acceptable action plan?
- Would you be willing to support the majority decision on an "experimental basis" and then bring it up for debate again at an agreed-upon date?

Consensus Decision Making

Definition

Consensus represents a group decision in which there is enough solidarity in sentiment and belief to represent that general accord and agreement have been reached by all parties.

Consensus represents a level of commitment and trust reached by all parties having been heard on an issue.

Commitment is needed to assure the willingness to take the time necessary to reach a mutually acceptable solution.

Description

A consensus decision can be described by the minority opinion in the following way:

> *"I understand what most of you would like to do. I personally would not do that, but I feel that you understand what my alternative would be. I have had a reasonable opportunity to sway you to my point of view, but clearly have not been able to do so. Therefore, I will support and stand behind what the group desires."*

Consensus is distinct from unanimous agreement, voting, majority rules, compromise, or coercion.

How to Give Effective Community Presentations

An effective public affairs program requires an ongoing relationship with the communities directly affected. Presentation can be one of the most effective methods of conveying your messages and addressing community issues. Here are some ways to make your community presentation interesting and effective:

1. **Know your audience.** Understand who they are and what their concerns are. What matters to a group of seniors will be different from what matters to a PTA group. This will require some research and will determine everything about how you prepare the presentation.

2. **Customize your materials to suit your audience.** Some audiences respond better to a slide show, others to charts and graphs.

3. **Time is of the essence.** Keep your presentation as short as possible and never, never, never go over your allotted time.

4. **Avoid being too technical.** Keep in mind that in most cases, you're much closer to the issue than they are. Your presentation is likely being done to familiarize and educate a group on issues that most directly affect them. Save the more technical explanations for one-on-one meetings, and avoid acronyms!

5. **Leave it to the experts.** Once you've determined what is going to be presented, make sure it is going to be presented by a credible source.

6. **Prepare an outline.** Your points are most effective if made in an orderly fashion. Good outlines keep you from skipping important points and prevent rambling presentations.

7. **Practice, practice, practice.** Schedule a practice run at least two days before the presentation. This will leave enough time for any changes or adjustments that may need to be made. All people involved in the presentation should participate.

8. **Be flexible**. Sometimes the audience wants more or something other than what you've prepared. Go with the flow.

9. **Anticipate questions.** Start by writing out a list of questions you're likely to be asked, then ask others to help you practice. Make sure you know the answers. If you don't know the answer, be honest, but get back with an answer ASAP.

10. **Don't let all of your preparation go to waste.** Make sure that you have the equipment necessary to present your materials. Be sure you bring and test overhead projectors, VCRs, outlets, easels, extra light bulbs, and batteries if they aren't going to be provided.

11. **Leave them with something they can reference.** Bring handouts of material presented and contacts for further information.

Follow up while the issue is still fresh in their minds. Be certain that any requests for additional information or contacts are immediately returned following the presentation.

OUTREACH

Methods	Purpose	Cost	Time	Ease	Location
Bill stuffers	Notify public about coming events	$	🕘	π	E
Door hangers	Notify public about coming events	$	🕘	π	U
Use of existing publications	Distribute information to existing readership list	$	🕘	π	E
Public service announcements	Notify public about meetings, workshops, etc.	$	🕘	π	E
Legal ads	Comply with legal requirements for legal notification	$	🕘	π	E
News releases	Generate news coverage of events, stimulate interest	$	🕘	π	E
Open door policy	Permit walk-in visits to planning office	$	🕘🕘	🖋	E
Meeting with elected officials	Acquire understanding about local perceptions, attitudes	$	🕘🕘	π	E
Key stakeholder interviews in region	Identify local issues and opinions	$	🕘🕘 - 🕘🕘🕘	🖋	E
Networking/community organizations	Use existing groups to distribute information	$	🕘🕘	🖋	E
Door to door canvassing	Personal contact with those most affected by corridor	$	🕘🕘🕘	🖋	U
Newspaper advertisements	Notify public about meetings, workshops, etc.	$$	🕘	π	E
Fact sheets	Handouts for public and used for media	$$	🕘🕘	π	E
Briefing book	In-house guide for answering questions	$$	🕘🕘	π	E
Toll free telephone hotlines	Quick response for public questions about corridor plan	$$	🕘🕘	🖋	E
Internet link to ITD	Provide corridor plan information and background	$$	🕘🕘	🖋	E
Newsletters	Provide updates on planning process, status	$$$	🕘🕘	🖋	E
Traveling displays	Set up in highly visible locations to inform public about plan	$$$	🕘🕘🕘	🖋	U
Ombudsman	Liaison between public and planning team	$$$	🕘🕘🕘	🕮	R
Citizen advisory board	Provide forum for sharing information and exchanging ideas	$$$	🕘🕘🕘	🖋	E
Drop-in center	Visible and interactive method for sharing information	$$$$	🕘🕘🕘	🖋	U
Media/public information campaigns	Stimulate interest about corridor planning process	$ - $$$$	🕘🕘🕘	🖋	E

Legend	
Cost:	
Least Expensive	$
Most Expensive	$$$$
Time:	
8 hours or less	🕘
9 to 40 hours	🕘🕘
Over 40 hours	🕘🕘🕘
Ease of Implementation	
Easy	π
Moderate	🖋
Difficult	🕮
Location of Use:	
Rural	R
Urban	U
Either rural or urban	E

DATA GATHERING

Methods	Purpose	Cost	Time	Ease	Location
Speakers' bureau	Inform groups about plan status and answer questions	$	🕘🕘	🖋	**U**
Staff panel discussions	Provide information at forums and solicit input	$	🕘🕘	π	**U**
Interactive cable television/radio	Share information, solicit public input, answer questions	$	🕘🕘	🖋	**E**
Direct mail surveys	Obtain information and opinions	$$	🕘🕘	π	**E**
Telephone surveys	Obtain information and opinions; high rate of response	$$$	🕘🕘	π	**E**
Focus groups	Identify issues or expand understanding of issues previously identified	$$$	🕘🕘	🖋	**U**
Personal surveys	Obtain information from representative sample group	$$$$	🕘🕘	🖋	**U**
Visual preference testing	Gain understanding about local preferences	$ - $$$	🕘🕘🕘	🕮	**E**
Newspaper survey	Solicit public input	$$ - $$$	🕘🕘	🖋	**E**

Legend	
Cost:	
Least Expensive	$
Most Expensive	$$$$
Time:	
8 hours or less	🕘
9 to 40 hours	🕘🕘
Over 40 hours	🕘🕘🕘
Ease of Implementation	
Easy	π
Moderate	🖋
Difficult	🕮
Location of Use:	
Rural	R
Urban	U
Either rural or urban	E

PARTICIPATION

Participation Methods	Purpose	Cost	Time	Ease	Location
Citizen representation on boards	Obtain citizen input on key boards	$	🕘	π	**E**
Public hearings	Formal public comment	$	🕘	✍	**E**
Technical group meetings	Facilitate discussion and provide expert advice	$	🕘🕘	π	**E**
Workshops	Exchange information and ideas	$$	🕘🕘 - 🕘🕘🕘	✍	**U**
Facilitated meetings	Facilitate group discussion	$$	🕘🕘	π	**E**
Visioning sessions	General goal-setting for planning and policies	$$	🕘🕘🕘	✍	**E**
Steering committees	Direct plan development and activities	$$	🕘🕘	✍	**E**
Group brainstorming sessions	Focus on specific plan aspects; problem solving	$$	🕘🕘	✍	**E**
Small group meetings	Present information, receive feedback	$$	🕘🕘	✍	**E**
Charettes	Problem-solving for focused issues	$$$	🕘🕘🕘	🕮	**U**
Open houses	Onsite observation of material; obtain feedback	$$$	🕘🕘🕘	✍	**U**
Teleconferencing	Information exchange and coordination	$$$	🕘🕘	🕮	**R**
Large group meetings	Present information, receive feedback	$$$	🕘🕘🕘	🕮	**E**
Task Forces (Collaborative)	Problem-solving for particular issues	$$$$	🕘🕘🕘	🕮	**E**
Decision-making techniques	Assist with key plan decisions	$$$ - $$$$	🕘🕘🕘	✍	**E**

Legend	
Cost:	
Least Expensive	$
Most Expensive	$$$$
Time:	
8 hours or less	🕘
9 to 40 hours	🕘🕘
Over 40 hours	🕘🕘🕘
Ease of Implementation	
Easy	π
Moderate	✍
Difficult	🕮
Location of Use:	
Rural	R
Urban	U
Either rural or urban	E

Advisory Group Options

Type	Membership	Function	Authority Level	Open Participation Level	Size	Duration
Commission	Appointed by another decision making body (often elected officials and community leaders)	Oversight of particular issues; authority to make decisions with oversight from appointing body; often statutory; highly structured	High	Closed group; only formal public comment; no outside participation in group discussion	Varies; 3-20	Ongoing
Task Force	Appointed by decision making body to whom it will report; usually community leaders, technical experts, and/or interest group representatives	Performs a particular task; decision making body may defer decision authority to this group; recommendations usually have more weight than those of a typical advisory committee	Moderate to high	Closed group; limited, if any outside participation	5-20	Specific; long- or short-term, depending on task
Working Group	Appointed by decision making body to whom it will report; usually community leaders, technical experts, and/or interest group representatives	Similar to task force; generally tasked with narrow aspect of larger problem; may be a subgroup of task force or commission	Moderate to high	Closed group; limited, if any outside participation	7-10	Specific; long- or short-term, depending on task
Citizen Advisory Committee	Appointed by decision makers (often agency staff); usually represents a balance of stakeholder interests	Advises decision makers on issues, options; serves as liaisons to communities or constituents; reaches consensus on recommended course of action	Moderate	Closed group, but opportunity for other interested persons to participate in group discussion; meetings are generally open to the public	10-15	Temporary; usually a 6-month period, may be quasi-permanent

Type	Membership	Function	Authority Level	Open Participation Level	Size	Duration
Citizen Involvement Committee	Appointed by decision makers; usually represents a balance of stakeholder interests	Responsible for getting other citizens involved; assists with public involvement planning and implementation for projects in a jurisdiction	Low	Closed group, but opportunity for other interested persons to participate in group discussion; meetings are generally open to the public	10-15	Ongoing
Technical Advisory Group	Appointed by decision makers (often agency staff); usually represents agencies with oversight or responsibilities for project or program	Advises decision makers on technical and/or regulatory aspects of issues, options; serves as liaisons with their agencies; reaches consensus on feasibility of alternative actions	Moderate	Closed group; limited, if any outside participation; sometimes has liaison representatives from other groups	10-15	Temporary; a 6-month period, may be quasi-permanent
Technical Review Panel	Appointed by decision makers; recognized technical experts; often from universities, oversight agencies, or research organizations	Provides oversight to ensure credibility of technical project, program, or study	Moderate to high	Closed group; limited, if any outside participation unless requested by panel members	5-10	Ongoing or temporary, depending on nature of project, program, or study
Issue Resource Group	Self-selected, informal group of volunteers who make themselves available to decision makers as advocates for a particular resource	Provides advice (rather than group decisions or recommendations) on issues related to that resource for a specific study	Low	Open, although participants are usually knowledgeable about the resource	No limit	Temporary; long- or short-term, depending on nature of study

Type	Membership	Function	Authority Level	Open Participation Level	Size	Duration
Sounding Board	Self-selected, informal group of volunteers who make themselves available to decision makers	Provides opportunity for broad-based "bellwether" feedback on issues, options, staff recommendations; not intended to make recommendations or arrive at a consensus	Low	Open; all interested persons can participate	No limit	Temporary; most effective if used for short term
Forum	Self-selected, informal group of volunteers who make themselves available to decision makers	Explores issue or problem; can be structured to develop recommendations, but usually just raises issues and shares information	Low	Open; all interested persons can participate	No limit	Short; usually one meeting
Focus Group	Statistically selected representatives of the general public (often paid)	A survey tool rather than a public involvement method of problem solving; used to test ideas and to identify potential issues and responses	Low	Closed group	8-10	Short; usually one meeting

Note: This material is adapted from “Choosing a Format for Public Advisory Groups,” published in the International Association of Public Participation Professionals newsletter by the Cascade Chapter (Portland, Oregon, area).

APPENDIX B

Data Elements

To complete all plan components, certain information or data is necessary. Some data will be required for all corridor plans, while a few will be optional according to the plan under development.

The following list of data elements is typically needed to complete a corridor plan. Included under each data element are **Data Needs, Sources**, and **Level of Analysis**. This spells out the information that is needed to address each element, sources for that information, and the geographic level of analysis area necessary to adequately address the element.

Standard Corridor Plan Elements

Standard data elements that should be in all corridor plans are listed below, and will be discussed in greater detail in the remainder of the section:

- Corridor Boundaries
- Statement of Purpose and Need
- General Vicinity Description
- General Terrain and Major Geologic Features
- Population Characteristics and Statistics
- Employment Characteristics and Statistics
- Facilities
  Highways, Railroad, Air, Transit, Bicycle, and Pedestrian
- Environment
- Pipeline and Utility Line Locations
- Existing Plans
- Safety
- Land Use
- Transportation Connectivity
- Right of Way
- Sketch Designs of Alternatives
- Prioritized Solutions
- Future Policies

Corridor Boundaries Done on an individual basis, the boundaries could include a broad geographic area and its local, regional, and state transportation facilities (highways, rail lines, transit, bicycle paths, airports, ports), lands that could be affected by transportation improvements, and lands zoned for development that may significantly affect the operation of transportation facilities.

- Data Needs: Base map of region (approximate scale 1" = 200' in urban areas, and 1" = 400' or smaller in rural areas); aerial maps (approximately 1" = 200' in urban areas, 1" = 400' in rural areas).
- Sources: County surveyors, local comprehensive plans, metropolitan planning organizations, regional planning association, ITD aerial maps, USGS topographic maps, private firms.
- Level of Analysis: 1" = 200' in urban areas and 1"= 400' in rural areas.

Statement of Need Serves as the defined purpose and need for the corridor plan.

- Data Needs: Public and agency input and reaction.
- Sources: Collaborative approach utilizing community members, elected officials, ITD staff, corridor stakeholders, MPOs, regional planning associations, and Idaho Transportation Board.
- Level of Analysis: N / A

General Vicinity Description A broad description of the corridor and its adjoining area to provide the project setting.

- Data needs: Written overviews and descriptions from existing planning documents, and a map of the vicinity.
- Sources: Local comprehensive plans, studies.
- Level of Analysis: Encompasses corridor area and surroundings.

General Terrain and Major Geologic Features Features that could impact the feasibility of implementing certain alternatives or the further development of the existing transportation system needs.

- Data Needs: Mapped information regarding slopes, fault lines, outcroppings, soil types, etc.
- Sources: USGS topographic maps, NRCS Soil Survey, comprehensive plans, existing studies.
- Level of Analysis: 1" = 2000'.

Population Characteristics & Statistics Information about existing and future populations to define current characteristics and anticipated future level of use of the transportation system.

- Data Needs: Current and projected population, number of households, household size, household income, ethnic composition, race, age distribution.
- Sources: Utility companies, private firms, local planning departments, U.S. Bureau of the Census data (local Federal repository library or Idaho State Department of Commerce), MPOs, locally generated estimates and projections.
- Level of Analysis: City or county, by neighborhood in larger urban areas, Census Tract or Census Block groups.

Employment Characteristics/Statistics Commuter trips have a significant impact on corridors and contribute toward increased demand for transportation facilities and services.

- Data Needs: Journey-to-work, commuting patterns, labor force data (number employed, unemployed, seasonal), employment by industry.
- Sources: U.S. Bureau of the Census data (local Federal repository library or Idaho Department of Commerce), MPOs, locally generated estimates and projections, local planning departments, Idaho Department of Labor, U.S. Bureau of Economic Analysis, Regional Economic Information System, university research, USDOT Bureau of Transportation statistics.
- Level of Analysis: City or County, or level that is available.

Facilities for:

Highways

Includes the primary road(s) in the corridor as well as access points for adjacent arterials, possibly collectors.

- Data Needs: Functional classification maps; traffic counts; construction plans; utility information as available; existing right of way widths; existing pavement width, condition, and configuration; existing traffic control devices; existing access control policies; percentage of truck usage; seasonal traffic volume peaks; and, current turning movement counts at major intersections.

- Sources: ITD Headquarters, ITD District offices, metropolitan planning organizations, highway districts, local governments, utility companies.
- Level of Analysis: Arterial segments.

Railroad Freight and passenger trains may run parallel or across corridor boundaries, and raise issues of at-grade railroad crossings and continued use of the rail lines. Parallel facilities are important if they serve the corridor or block movement within the corridor or crossing streets.

- Data Needs: Location of lines, at-grade crossings, grade separations, existing and projected number of trains, railroad studies, length and frequency of trains.
- Sources: ITD Headquarters, railroad companies.
- Level of Analysis: County, by railroad line, or as available.

Air General aviation facilities are available at many in-state locations, some also offer commercial service.

- Data Needs: Commercial emplanement statistics, airport locations, number of commercial carriers, private airplane traffic.
- Sources: Airport master plans, ITD Aeronautics Division.
- Level of Analysis: Airport-specific.

Transit Public or private transit, park and ride lots, vanpools, intercity bus service, and any other transit offerings.

- Data Needs: Number of carriers, location of terminals and park and ride lots, availability and number of special purpose vans (senior citizens, special needs).
- Sources: ITD's *Movin' Idaho* (*Idaho Public Transportation Plan)*, and *Idaho Statewide Public Transportation Needs and Benefits Study*.
- Level of Analysis: City or county.

Bicycle If not a formal bike path, lane, or route, shoulders of many roads serve as bicycle facilities.

- Data Needs: Route, path, and lane locations; existing and programmed or future connections to other transportation facilities.
- Sources: Local governments and ITD.
- Level of Analysis: Corridor specific, or by city or county.

Pedestrian Sidewalks, or pedestrian or hiking trails may be located along corridor routes. Safe pedestrian crossing opportunities are needed.

- Data Needs: Location of signalized and nonsignalized crosswalks, sidewalks, pedestrian or hiking trails, and connections to other transportation facilities.
- Sources: Local highway jurisdictions, local government engineers, planning departments, park and recreation departments.
- Level of Analysis: Corridor areas.

Environment A general inventory or scan of environmental and socio-economic factors will do two things: identify significant environmental features that could hinder the implementation of a particular

alternative, and protect the area's natural resources and human environment.

- Data Needs: Cultural resources (listed or potentially eligible historic sites, historic districts, archeological sites, cemeteries, trails), physical and environmental features (wetland areas, floodplains, state or national forests, threatened and endangered species, parks, known contaminated sites, prime and unique farmlands wildlife reserves, water bodies, critical wildlife habitat) and community features (aesthetics, residential and business district characteristics, pedestrian and bike access, etc.).
- Sources: Idaho State Historic Preservation Office, Idaho Department of Water Resources, Division of Environmental Quality, Idaho Department of Fish and Game, US Fish and Wildlife Service, local comprehensive plans, State Parks and Recreation Department, Natural Resource Conservation Service, US Army Corps of Engineers, Federal Emergency Management Agency, windshield surveys, interviews with stakeholders.
- Level of Analysis: City or county.

Pipeline and Utility Locations Utility locations are found throughout the state, and it is important to link future locations with potential improvements to existing corridors.

- Data Needs: Locations, types, and sizes of existing and planned lines and facilities.
- Sources: Utility companies.
- Level of Analysis: Primary corridor areas.

Existing Plans A summary of the existing local, regional, federal, and state planning documents which have influence over the corridor will flag items that are viewed as being of critical importance to area residents, businesses, and landowners. Of particular importance are the planing document goals, objectives, policies, and strategies as they impact the corridor.

- Data Needs: Copies of existing land use and transportation plans for the corridor planning area.
- Sources: Local government comprehensive plans, metropolitan planning organization plans, regional planning associations, Idaho Transportation Plans, bike and pedestrian plans, farmland preservation plans, special land use or transportation studies conducted in the corridor area, federal agency plans.
- Level of Analysis: Brief summary of existing plans, including goals, objectives, policies, and strategies.

Safety What are the primary safety concerns? Where do accidents most frequently occur for all modes within the corridor? How does the accident rate in the corridor compare with statewide accident rates on similar facilities? Are existing access controls adequate, or does it appear that inadequate access controls are contributing to an unsafe condition? A solid understanding of the corridor's safety issues will give the corridor planners the best tools for improving transportation safety.

- Data Needs: Three years of accident records, average daily trips for the same period, existing roadway configuration, clear zones, high accident locations for all modes of travel, statewide accident rate information, access control policies, and pavement conditions.
- Sources: ITD Headquarters, Office of Highway Safety.
- Level of Analysis: Highway segments as indicated by accident statistics, intersections, etc.

Land Use Land use directly influences the feasibility of transportation modes. Likewise, the existing land use within and adjoining the corridor serves as the base upon which the corridor plan is built.

- Data Needs: General zoning classifications, existing and planned land use patterns, existing and planned major adjacent land development, vacant land inventory (if available), interviews with local land use planners, planning and zoning commission members, chamber of commerce, realtors, developers.
- Sources: Planning departments, comprehensive plans, city or county building departments, utility companies.
- Level of Analysis: City, county, or land within corridor boundary to the extent possible.

Transportation Connectivity How well the corridor connects various parts of the region is impacted by congestion, travel times, and transportation mode availability.

- Data Needs: Transportation system map, base maps.
- Sources: ITD Headquarters, transportation plans, comprehensive plans, metropolitan planning organizations, regional planning associations.
- Level of Analysis: County or multi-county.

Right of Way In many cases, additional right-of-way will be needed to implement future transportation improvements. An up-front awareness of this need coupled with the corridor plan results will guide the acquisition of future right of way in a more timely manner.

- Data Needs: Existing right of way boundaries, comprehensive plan and future land use map, physical constraints to expanding boundaries (e.g. existing development, slope, soils, river).
- Sources: ITD, local government engineers, planning departments, local comprehensive plans.
- Level of Analysis: Major highway segments, using general width based on typical section.

Sketch Designs of Alternatives At this level of planning, the alternatives developed will be single-line sketches rather than precise geometric detail. Rough profiles are also adequate.

- Data Needs: Base maps.
- Sources: County surveyors, local comprehensive plans, metropolitan planning organizations, regional planning associations, ITD aerial maps.
- Level of Analysis: As appropriate for corridor size.

Prioritized Solutions Corridor planning will inevitably lead to a number of proposed projects for future implementation. Those solutions need to be identified by their priority for funding and/or implementation in order to keep the plan action-oriented.

- Data Needs: Data from other elements.
- Sources: As noted for each element, plus public participation.
- Level of Analysis: By major highway segments.

Future Policies Upon completing the plan's physical and service inventories and determining where future improvements can be made, the next steps for establishing the course of action are laid out in the plan's approved policies.

- Data Needs: Completed plan components.
- Sources: As stated by element, and public participation.
- Level of Analysis: Corridor-wide.

Optional Elements

Depending upon the location and physical characteristics of the corridor, the following additional elements may be applicable for corridor plan inclusion:

- Tourism
- Recreation Travel
- Ports and Water-Based Transportation
- Bridges
- International/Border Considerations
- Agricultural Vehicle Movement
- Intelligent Transportation Systems

Tourism To what extent is the corridor impacted by tourist travel? If destination sites are located in the vicinity of the corridor, the impact may be quite high. At the same time, if the corridor links together a population center and a tourist destination at the opposite end, that too can result in a high level of impact.

- Data Needs: Tourist destination locations, visitor numbers, regional destinations.
- Sources: Local Chambers of Commerce, Idaho Department of Commerce, private resort managers.
- Level of Analysis: City, County, Multi-County.

Recreation Travel The types and numbers of recreational vehicles can significantly affect traffic patterns in some corridors.

- Data Needs: Vehicle classification breakdowns (trucks, recreational vehicles, automobiles).
- Sources: ITD Headquarters, local observation.
- Level of Analysis: City, county, or highway district.

Ports and Water-Based Transportation Some areas of Idaho need to consider port traffic in their corridor planning efforts.

- Data Needs: Shipping volumes, transfer points and storage facilities.
- Sources: Local port authority.
- Level of Analysis: Port site and adjoining property.

Bridges Existing or proposed bridges need to be included on an as-needed basis.

- Data Needs: Bridge condition reports, bridge clearance and sight distance, and historical status.
- Sources: ITD Headquarters, county surveyors, city engineers, highway districts.
- Level of Analysis: Corridor areas.

International/Border Considerations Corridors abutting Canada and surrounding states must be considered in the planning process. Ties created by NAFTA, commerce, tourism, and so on have the potential for impacting corridors.

- Data Needs: Border counts, traffic counts.
- Sources: US Customs, locally generated statistics regarding tourists or commercial freight movement.
- Level of Analysis: As available.

Agricultural Vehicle Movement Particularly in rural areas, slow moving agricultural vehicles are a routine fixture on the roadway system.

- Data Needs: Accident records, zoning and comprehensive plan designations.
- Sources: Planning departments, comprehensive plans, zoning map, local highway districts, ITD Headquarters and Districts, local sheriff or police departments.
- Level of Analysis: County or where identified.

Intelligent Transportation System (ITS) ITS can improve traveler safety and security, provide information to tourists, assist with infrastructure operations and maintenance. While perhaps not feasible for all corridors, it is potentially valuable for many others when considering 20-year planning horizons.

- Data Needs: Accident locations, roadway conditions, weather conditions.
- Sources: ITD Headquarters, ITD District offices.
- Level of Analysis: City or county.

APPENDIX C

Budget Guidelines for Corridor Planning

In preparing a budget for conducting the corridor planning process and writing the corridor plan document, several variables can be expected to affect costs.

Variables that Affect Corridor Planning Cost

1. Length and Complexity of Corridor
2. Generation of New Data
3. Transportation Forecasting and Analysis
4. Mapping and Graphics
5. Printing Costs
6. Public Participation Process

The **length and the complexity** of the corridor area can greatly affect the complexity of a corridor. The following components also affect the complexity:

- Different modes, sizes, and purposes of transportation facilities in the corridor area,
- Growing and shifting land uses in the area,
- Sensitive environmental resource issues,
- Several different local government and highway district jurisdictions, and
- Controversial issues and extensive public interest.

A long and complex corridor area will require more data gathering and analysis, and will increase the cost of corridor planning correspondingly.

Another variable cost is the **generation of new data**. Since corridor planning is a general, long-range planning process, only general data is necessary. Generating new data should be discouraged except in geographic locations where adequate data is unavailable, or when an issue central to the corridor area or to the alternatives lacks adequate data for analysis. In addition, origin-destination information is very valuable where competing routes exist. When generating new data is necessary, forming a partnership with other agencies that may use the data, to jointly pay for the data gathering, should be considered as a cost saving method.

Transportation forecasting and analysis is another variable. If a regional transportation model is already in use and up-to-date, use of the model should be cost-effective. If the model needs to be updated, or if a new model must be developed, it will sharply increase the cost of the corridor planning project. Costs to create accurate population and employment forecasts can also be key.

The variables described above afford few opportunities for cost savings. However, mapping and graphics, printing and distribution, public participation techniques, and the number of public participation events can offer opportunities for cost savings.

Mapping and graphics costs can be minimized by using existing maps as much as possible, and by limiting the use of color (for reproduction purposes).

Printing costs can also be minimized by limiting the use of color, by limiting the number of Corridor Plan documents produced and mailed, and putting the document on the Internet. Use of large displays at public participation events rather than individual packets can also reduce costs.

The types of **public participation techniques that are planned**, and the **number of public participation events**, can also be an opportunity for cost savings. The type and number of public participation opportunities should be tailored to the needs of the community which the corridor will serve, and to the desire of the community for active involvement.

Cost Elements of Public Participation

- Printing, mailing, duplicating
- Room rental
- Displays
- Refreshments
- Advertising
- Film and processing
- Computer programs
- Office space for drop-in center
- Telephone charges
- Number of staff in attendance
- Use of specialists

A minimum of four events for public participation should be included in each corridor planning process. An opportunity should be included to generate the need statement and identify the goals. Additional opportunities should also be used later in the process to help generate the initial list of alternatives, screen the Feasible List, and to help generate the Preferred Alternatives.

Because public participation is one of the few cost elements that can be implemented at many different levels, it may be tempting to cut back on public participation to reduce the total cost of conducting the corridor planning process. However, it is important to remember that public participation is central to meaningful corridor planning. The most useful corridor management strategies and improvements are the ones backed by public support.

APPENDIX D

Example of Alternatives Screening Process

The screening process that is selected for developing each corridor plan must be simple enough for everyone to understand and participate in, and structured enough to demonstrate substantiation of the recommended choices. Such a process was used successfully in Idaho during the ITD-sponsored North Pocatello/Chubbuck Major Investment Study. This general approach would work equally well for roadway alignments and alternate mode comparisons. A description of the process is provided below.

North Pocatello/Chubbuck Major Investment Study Screening Process

As part of the North Pocatello/Chubbuck Major Investment Study process, each of the performance objectives were weighted by a factor that represented their relative importance when compared to one another. These weighting factors were developed jointly with the Citizens Advisory Committee (CAC) and the Technical Advisory Committee (TAC) of the Bannock Planning Organization, the designated Metropolitan Planning Organization for the Pocatello Metropolitan area. The CAC and TAC were then provided with the analysis of each objective for all the alternatives.

The results of this analysis ranged from numerical quantitative measures to qualitative impacts (high, medium, low). The CAC and TAC reviewed the analysis and ranked each of the alternatives from best to worst for all the performance objectives. No ties were allowed. This forced the CAC and TAC to evaluate the alternatives and provide their best judgment (with analysis provided) regarding the alternatives' positive and negative characteristics.

The best to worst ratings were multiplied by the weighting factors to reflect the importance of each performance objective to develop an overall score for each alternative. The scores were then compared, and the best overall alternative was chosen as the preferred alternative.

This methodology, although simple, was very effective in illustrating what the important project issues were, as well as how the alternatives faired against one another in a comparison. Each of the alternatives had their good and bad attributes, but the approach provided the means to determine which was the best overall.

Additional information on the North Pocatello/Chubbuck Major Investment Study may be obtained from the Intermodal Planning section of the ITD Division of Transportation Planning.

APPENDIX E

List of Agencies

Listed below are agencies as sources for some of the data referenced in Step 3, pertaining to environmental and land use conditions. Headquarters are identified in all cases, along with district addresses where available. Check with the headquarters offices to find out if there are district offices that can best meet your needs.

STATE AGENCIES

Idaho Fish and Game

Wildlife and Fish Resources Regional Offices

Headquarters
600 S. Walnut
P.O. Box 25
Boise, ID 83707
(208) 334-3700

Panhandle Region
2750 Kathleen Avenue
Coeur d'Alene, ID 83814
(208) 769-1414

Clearwater Region
1540 Warner Avenue
Lewiston, ID 83501
(208) 799-5010

Southwest Region
3101 S. Powerline Road
Nampa, ID 83686
(208) 465-8465
(208) 887-6729

McCall
555 Deinhard Lane
McCall, ID 83638
(208) 634-8137

Magic Valley Region
868 East Main Street
P.O. Box 428
Jerome, ID 83338
(208) 324-4350

Southeast Region
1345 Barton Road
Pocatello, ID 83204
(208) 232-4703

Upper Snake Region
1515 Lincoln Road
Idaho Falls, ID 83401
(208) 525-7290

Salmon Region
1214 Hwy 93 N.
P.O. Box 1336
Salmon, ID 83467
(208) 756-2271

Fish and Wildlife Issues

Scott Grunder
3101 S. Powerline Road
Nampa, ID 83686
(208) 887-6729

Idaho Department of Water Resources

Water Resource Issues

Gene Gibson
2735 Airport Way
Boise, ID 83705
(208) 334-2190

Flood Plain Coordinator
1301 N. Orchard
Boise, ID 83706
(208) 327-7993

Streams and Water Quality

IDWR State office
1301 North Orchard Street
Boise, ID 83706
(208) 327-7900

IDWR Northern Regional office
1910 Northwest Blvd., Suite 210
Coeur d'Alene, ID 83814-2615
(208) 769-1450

IDWR Western Regional office
2735 Airport Way
Boise, ID 83705-5082
(208) 334-2190

IDWR Southern Regional office
1341 Fillmore St., Suite 200
Twin Falls, ID 83301-3380
(208) 736-3033

IDWR Eastern Regional Office
900 North Skyline Drive
Idaho Falls, ID 83402-6105
(208) 525-7161

IDWR Salmon office
Van Dreff Office Complex, Suite B
Salmon, ID 83467
(208) 756-6644

Idaho Division of Environmental Quality

Air & Water Quality Contacts (3.9.98)

IDEQ-Coeur d'Alene Regional Office
2110 Ironwood Parkway
Coeur d'Alene, ID 83814

Air Dan Redline
(208) 769-1422-Voice
(208) 769-1404-Fax
dredline@deq.state.id.us

Water Jack Skille
(208) 769-1422-Voice
(208) 769-1404-Fax
jskille@deq.state.id.us

IDEQ-Lewiston Regional Office
1118 F Street
Lewiston, ID 83501

Air Bob Jeffries
(208) 799-4370-Voice
(208) 799-3451-Fax
bjeffrie@deq.state.id.us

Water John Cardwell
(208) 799-4370-Voice
(208) 799-3451-Fax
jcardwel@deq.state.id.us

IDEQ-Boise Regional Office
1445 North Orchard
Boise, ID 83706-2239

Air Alison Miller-Gonzalez
(208) 373-0550-Voice
(208) 373-0287-Fax
amiller@deq.state.id.us

Water Craig Shepard
(208) 373-0550-Voice
(208) 373-0287-Fax
cshepard@deq.state.id.us

IDEQ-Twin Falls Regional Office
601 Pole Line Road, Suite 2
Twin Falls, ID 83301

Air Steve VanZandt
(208) 736-2190-Voice
(208) 736-2194-Fax
svanzand@deq.state.id.us

Water Darren Brandt
(208). 736-2190-Voice
(208) 736-2194-Fax
dbrandt@deq.state.id.us

IDEQ-Pocatello Regional Office
224 South Arthur
Pocatello, ID 83204

Air Audrey Cole
(208) 236-6160-Voice
(208) 236-6168-Fax
acole@deq.state.id.us

Water Lynn Van Every
(208) 236-6160-Voice
(208) 236-6168-Fax
lvanever@deq.state.id.us

IDEQ-Idaho Falls Regional Office
900 Skyline, Suite B
Idaho Falls, ID 83402

Air Catherine Reno
(208) 528-2650-Voice
(208) 528-2695-Fax
creno@deq.state.id.us

Water Chris Mebane
(208) 528-2650-Voice
(208) 528-2695-Fax
cmebane@deq.state.id.us

OTHER STATE AGENCIES

Parks and Park Development

Idaho State Parks and Recreation
5657 Warm Springs Avenue
Boise, ID
(208) 334-4199

State Lands Managed for State Endowment

Idaho Department of Lands
954 W. Jefferson
P.O. Box 83720
Boise, ID 83720-0050
(208) 334-0200

Population Statistics

Idaho State Department of Commerce
700 West State Street
P.O. Box 83720
Boise, ID 83720-0093
(208) 334-2470

FEDERAL

Threatened and Endangered Species

U.S. Fish and Wildlife Service
4696 Overland Road
Boise, ID 83705
(208) 334-1931

Prime Agriculture Land

U.S. Department of Agriculture
Natural Resources Conservation Service
State Conservationist Office
3244 Elder Street
Boise, ID 83705
(208) 378-5700

Lands Information and Maps

U.S. Department of the Interior
Bureau of Land Management
Idaho State Office
1387 Vinnell Way
Boise, ID
(208) 373-4000

Environmental Issues

U.S. Environmental Protection Agency
422 W. Washington
Boise, ID 83702
(208) 334-9488

U.S. Army Corps of Engineers Offices

Wetlands and Waterways

Corps of Engineers
Coeur d'Alene Regulatory Office
Idaho Panhandle National Forest
3815 Schreiber Way
Coeur d'Alene, ID, 83814-8363
(208) 765-7237

Corps of Engineers
Boise Regulatory Office
Lucky Peak Project Office
HC-33, Box 1020
Boise, ID 83706-9302
(208) 343-0671

Corps of Engineers
Idaho Falls Regulatory Office
Exchange Plaza
1820 East 17th , Suite 350
Idaho Falls, ID 83404
(208) 522-1645

District Office
Corps of Engineers
Walla Walla District
Regulatory Branch
201 North 3rd Street
Walla Walla, WA 99362
(509) 527-7150

Regional Archaeological Centers

Archaeological Survey of Idaho, Northern Repository
Laboratory of Anthropology
University of Idaho
Moscow, ID 83843
(208) 885-6123

Archaeological Survey of Idaho, Western Repository
Idaho State Historical Society
210 Main Street
Boise, ID 83702
(208) 334-3847

Archaeological Survey of Idaho, Eastern Repository
Museum of Natural History
Box 8096
Idaho State University
Pocatello, ID 83209
(208) 236-3131

State Historic and Cultural Resources

State Highway Archaeologist
Idaho Transportation Department
P.O. Box 7129
Boise, ID 83707
(208) 334-8479

State Historic Preservation Office
Idaho State Historical Society
210 Main Street
Boise, ID 83702
(208) 334-3861

Tribal Contacts

Northwestern Band, Shoshone
31 West Bridge
P.O. Box 637
Blackfoot, ID 83221
(208) 785-7401

Kootenai Tribal Council
P.O. Box 1269
Bonners Ferry, ID 83805
(208) 267-3519

Shoshone-Paiute Tribes
P.O. Box 219
Owyhee, NV 89832
(208) 757-3161

Coeur d'Alene Tribe of Idaho
Tribal Headquarters
Plummer, ID 83851
(208) 686-1800

Shoshone-Bannock Tribes
P.O. Box 306
Fort Hall, ID 83203
(208) 238-3700

Nez Perce Tribe
P.O. Box 365
Lapwai, ID 83540
(208) 843-2253

Metropolitan Planning Organizations

Ada Planning Association
413 W. Idaho #100
Boise, ID 83702-6064
(208) 345-5274

Bannock Planning Organization
214 E. Center
Pocatello, ID 83201
(208) 233-9322

Bonneville Metropolitan Planning Organization
City of Idaho Falls
380 Constitution Way
Idaho Falls, ID 83405-0220
(208) 528-5530

Regional Planning Organizations

Region I

Panhandle Area Council
11100 Airport Drive
Hayden, ID 83835
(208) 772-0584

Region II

Clearwater Economic Development Association
1626 6th Avenue N.
Lewiston, ID 83501
(208) 746-0015

Region III

Ida-Ore Planning & Development Association, Inc.
10624 W. Executive Drive
Boise, ID 83704
(208) 322-7033/(800) 859-0321

Region IV

Region IV Development Assn.
315 Falls Ave.
P.O. Box 1844
Twin Falls, ID 83303
(208) 736-3064

Region V

Southeast Idaho Council of Governments, Inc.
280 S. Arthur
Pocatello, ID 83201
(208) 233-4032

Region VI

East Central Idaho Planning & Development Assn.
310 North 2nd East
Rexburg, ID 83440
(208) 356-4524

Bear Lake Regional Commission

Bear Lake Regional Commission
P.O. Box 26
2661 U.S. 89
Fish Haven, ID 83287
(208) 945-2333

OTHER AGENCIES

Local Highway Technical Assistance Council
1436 Bannock Street
Boise, ID 83702
(208) 344-0565

Idaho Association of Highway Districts, Inc.
1436 Bannock Street
Boise, ID 83702
(208) 345-5176

Idaho Association of Counties
700 West Washington
P.O. Box 1623
Boise, ID 83701
(208) 345-9126

Association of Idaho Cities
3314 Grace Street
Boise, ID 83703
(208) 344-8594

APPENDIX

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Glossary of Terms

Arterials — A high level of traffic mobility and a low level of access to land.

Collectors — Medium level traffic mobility and medium level of access to land.

Corridor — A broad geographic area, defined by logical, existing and forecasted travel patterns served by various modal transportation systems that provide important connections within and between regions of the state for people, goods, and services. Travel within the corridor may include vehicular, rail, transit, water, air, or nonmotorized.

Corridor Plan — Document that defines a comprehensive package of recommendations for managing and improving the transportation system within and along a specific corridor, based on a 20-year planning horizon.

Corridor Planning — A process to develop a corridor plan that is collaborative with local governments and includes extensive public participation opportunities.

Corridor Preservation — The identification and protection of highway corridors or the path of a new or existing highway needed for future construction.

Functional Classification — The process by which streets and highways are grouped into classes, or systems, according to the character of service they are intended to provide.

Basic to this process is the recognition that individual roads do not serve travel independently in any major way. Rather, most travel involves movement through a network of roads. It becomes necessary, then, to determine how this travel can be channelized within the network in a logical and efficient manner. Functional classification defines the nature of this channelization process by defining the part that any particular road or street should play in serving the flow of trips through a highway network.

Allied to the idea of traffic channelization is the dual role the highway network plays in providing access to property and traffic mobility. Highways are grouped into arterials, collectors, or locals. Further distinctions can be made (rural, urban, major, minor, etc.). For a more comprehensive discussion, see Highway Functional Classification: Concepts Criteria and Procedures (FHWA, 1989).

Goals	These are typically measurable, adopted goals that are created in response to a Corridor Plan's statement of need. They prescribe standards that the future transportation system should meet. For example, "By the Year 2010, 20 miles of bicycle lanes will be added to the existing system," or "The level of service on Highway Z will be maintained at its current level." The corridor plan's recommended alternatives are expected to meet the goals for the corridor.
Intermodal	Refers to the connections between transportation modes.
ISTEA	Intermodal Surface Transportation Efficiency Act of 1991
Local	Local roads or streets that have a low level of traffic mobility and a high level of land access. In addition to functional classification this phrase may also refer to local government having jurisdiction for a highway or system.
Local Highway Jurisdiction	Refers to any City, County, or Highway District that has jurisdiction over a highway system.
Metropolitan Planning Organization	The organization designated to carry out the transportation planning process for metropolitan areas, according to 23 USC 134.
Mode	Refers to the infrastructure or the form of transporting goods or people: aviation; highway; automobile and small truck; bicycle; transit (bus, van); large truck (freight); pedestrian; rail; and waterways (barge, ferry).
Multimodal	Refers to the availability of transportation options within a system or corridor.
NEPA	National Environmental Policy Act
Private Transit	Refers to any transportation service where all of the service is privately funded, typically jitney or shuttle systems.
Public Participation	A collaborative process that encourages stakeholders to participate in the plan's formation and, ultimately, conclusion. Public involvement typically comes from outreach, data-gathering, and participation.
Public Transit	Refers to any transit service where all or part of the service is publicly funded. Services can range from fixed route, route deviation, and vanpool.
Public Transportation	Refers to any transportation service where all or part of the service is publicly funded, typically limited to local bus systems or paratransit.

Shuttle Usually a service provided with an up-to-20 passenger vehicle connecting major trip destinations and origins on a fixed- or route-deviation basis. Shuttles can provide feeder services to main transit routes, or operate in a point-to-point or circular fashion.

Stakeholders The term refers to groups or their representatives having an interest (stake) in the outcome of the corridor planning process. Typical stakeholders include elected officials, planning and zoning commissioners, metropolitan planning organizations, sewer districts, utility companies, business interests, agencies, and neighborhood associations.

Transit Refers to passenger service, typically with a seating capacity of more than seven persons including the driver, and provided to the general public at published fares.

Transportation Alternatives Analysis This technology compares possible courses of action to resolve a transportation issue using one or more criteria or factors. ISTEA requires alternatives analysis at the major investment study (MIS) level of project development. NEPA requires such analysis in the environmental impact statement (EIS) or environmental assessment (EA) process. The process by which possible solutions are compared, including the criteria employed, the measures of the criteria applied, and the results of the comparison presented, has substantial impact on the quality of the ultimate project selection. In fact, such alternatives analysis is usually the bridge between the technical project aspects and political decision making.

Transportation Demand Management (TDM) The primary product of implementing a TDM program should be reduced peak period traffic congestion and air pollution. TDM programs include a variety of employer-provided incentives aimed at inducing commuters to rideshare, use transit, walk, or bicycle to work. Incentives include preferential parking, matching services, bicycle facilities, and award programs.

Transportation Facilities Individual modal or multimodal conveyances and terminals such as airports (terminals, flight zone); highways (roadways, rights of way, grade separations, bridges); rail (terminals, freight yards); waterways (ports, harbor); transit stations; and bicycle paths.

Transportation Services Refer to the form of transporting goods or people: aviation, automobile, small truck, bicycle, transit (bus, van), large truck (freight), rail, barge, and ferry.

Transportation Systems Management (TSM) Cooperative development and implementation of strategies to maximize the safe movement of people and goods by managing an integrated multimodal transportation system. The effective management of the system will enable the traveling public more efficient use of the existing transportation facilities. Elements of TSM include incident management programs, traveler information systems, traffic signal systems upgrades, intermodal freight planning, surveillance control systems, demand management techniques, and commercial vehicle operations.